

# Northstowe Muslims Islamic Classes GDPR General Data Protection Regulation

## Privacy

### The Use of Your Personal Data

Under data protection law, individuals have a right to be informed about how the school uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data. This privacy notice explains how we collect, store, and use personal data about pupils. Northstowe Muslims Islamic Classes, at Grove Primary School, is the 'Data Controller' for the purposes of data protection law.

### The Personal Data We Hold

Personal data that we may collect, use, store, and share (when appropriate) about you includes, but is not restricted to:

- Contact details and contact preferences

We may also collect, store, and use information about you that falls into "special categories" of more sensitive personal data. This includes information about (where applicable):

- Characteristics, languages spoken
- Family circumstances
- Physical and mental health, including medical conditions

We may also hold data about you that we have received from other organizations, including other schools and social services.

### Why We Use This Data

We use this data to:

- Report to you on your child's attainment and progress
- Keep you informed about the running of the school (such as emergency closures) and events
- Process payments for school services
- Provide appropriate pastoral care
- Protect pupil welfare
- Administer admissions waiting lists
- Assess the quality of our services
- Comply with our legal and statutory obligations

## **Use of Your Personal Data for Marketing Purposes**

Where you have given us consent to do so, the school may send you text messages promoting school events, charitable causes, or services that may be of interest to you. You can withdraw consent or 'opt out' of receiving these emails and/or texts at any time by clicking on the 'Unsubscribe' link at the bottom of any such communication, or by contacting our data protection officer.

## **Our Legal Basis for Using This Data**

We only collect and use your personal data when the law allows us to. Most commonly, we process it where:

- We need to comply with a legal obligation
- We need to perform an official task in the public interest
- We need to fulfill a contract we have entered with you

Less commonly, we may also process your personal data in situations where:

- We have obtained consent to use it in a certain way
- We need to protect an individual's vital interests (protect their life)
- We have legitimate interests in processing the data – for example, the school's registration days and to supply you with information about the school's activities

Where you have provided us with consent to use your data, you may withdraw this consent at any time. We will make this clear when requesting your consent and explain how you would go about withdrawing consent if you wish to do so. Some of the reasons listed above for collecting and using your personal data overlap, and there may be several grounds which justify our use of your data.

## **Collecting This Information**

While most of the information we collect about you is mandatory, there is some information that can be provided voluntarily. Whenever we seek to collect information from you, we make it clear whether you must provide this information (and if so, what the possible consequences are of not complying), or whether you have a choice.

## **How We Store This Data**

We keep personal information about you while your child is attending our school. We may also keep it beyond their attendance at our school if this is necessary in order to comply with our legal obligations. We intend to adopt the Information and Records Management Society's toolkit for schools which sets out how long we keep information about parents and carers.

This document can be viewed online for free at:  
<http://irms.org.uk/?page=schoolstoolkit&terms=>

## **Data Sharing**

We do not share information about you with any third party without consent unless the law and our policies allow us to do so. Where it is legally required, or necessary (and it complies with data protection law), we may share personal information about you with:

- Our local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns, names, and addresses
- A pupil's family and representatives – to meet our legal duty of care for pupil welfare and learning
- Educational service providers – to ensure the health, safety, and welfare of pupils engaged in wider learning opportunities
- Health authorities – to meet the vital interests of pupils such as in the event of medical emergencies
- Police forces, fraud investigators, courts, tribunals – to comply with legal obligations to share information

## **Your Rights**

### **How to access personal information that we hold about you**

Individuals have a right to make a 'Subject Access Request' to gain access to personal information that the school holds about them. If you make a subject access request, and if we do hold information about you, we will:

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information in an intelligible form

Individuals also have the right for their personal information to be transmitted electronically to another organization in certain circumstances. If you would like to make a request, please contact the Northstowe Muslims Trustees.

### **Your other rights regarding your data**

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe, including the right to:

- Object to the use of personal data if it would cause, or is causing, damage or distress
- Prevent it being used to send direct marketing
- Object to decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected, deleted, or destroyed, or restrict processing

- Claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact the Management Committee.

### **Complaints**

We take any complaints about our collection and use of personal information very seriously. If you think that our collection or use of personal information is unfair, misleading, or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance. To make a complaint, please contact the Management Committee.

### **Contact us**

If you have any questions, concerns, or would like more information about anything mentioned in this privacy notice, please contact the Northstowe Muslims Trustees.

### **Policy Review**

This policy will be reviewed annually to ensure its effectiveness and compliance with regulations.

UNITY IN DIVERSITY