

Privacy Notice

How we use pupil information



The categories of pupil information that we process include:

- personal identifiers and contacts (such as name, unique pupil number, contact details and address)
- safeguarding information (such as court orders and professional involvement)
- medical and administration (such as doctors information, child health, dental health, allergies, medication and dietary requirements)
- attendance (such as sessions attended, number of absences, absence reasons and any previous schools attended)
- assessment and attainment (attainment at mainstream schools as well as teacher and test assessments at SIS)
- behavioural information (such as exclusions and any relevant alternative provision put in place)

Why we collect and use pupil information

We collect and use pupil information, for the following purposes:

- a) to support pupil learning
- b) to monitor and report on pupil attainment progress
- c) to provide appropriate pastoral care
- d) to assess the quality of our services
- e) to keep children safe (food allergies, or emergency contact details)

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing pupil information are:

- for the purposes of **admissions** in accordance with the legal basis of **(a) legal obligation, and (b) consent**

How we collect pupil information

We collect pupil information primarily via the application form for admissions. Sometime people provide such data using emails and/or other electronics means which includes the 'contact' page on the school's website.

Pupil data is essential for the schools' operational use. Whilst the majority of the personal data you provide is mandatory (legal obligation), there may be data that is provided to us on a voluntary basis (consent). In order to comply with the GDPR, we will inform you whether there is a mandatory requirement for you to provide this or whether consent is required.

How we store pupil data

We hold pupil data securely for the duration that a pupil is on the school's roll. Data is held primarily on paper files, but some data is held electronically as well.

Who we share pupil information with

SIS does not share pupil information or data with any other bodies except for the purposes of examinations as appropriate. The data held by SIS is primarily used within the school. However, the school's policies allow it to share pupil information and data where the law requires it to do so, for example, for the purposes of safeguarding and/or child protection.

Requesting access to your personal data

Under data protection legislation, parents and pupils have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, contact admin@saturdayislamicsschool.co.uk

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- a right to seek redress, either through the ICO, or through the courts

If you have a concern or complaint about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Contact

If you would like to discuss anything in this privacy notice, please contact:
admin@saturdayislamicsschool.co.uk