



## **Alamiyah School Privacy Notice**

At Alamiyah we take our responsibilities as a data controller seriously and are committed to using the personal data we hold in accordance with the law. For more details see [Data Protection Policy](#). This privacy notice provides detailed information about how and why we process personal data. Please read it carefully. If you have questions regarding your personal data, please contact us using the details provided at the end of this notice.

### **How we use pupil information**

**The categories of pupil information that we process include:**

- personal identifiers, contacts and characteristics (such as name, contact details and address)
- characteristics (such as ethnicity and languages spoken)
- personal information (such as pupil routine and preferences)
- safeguarding information (such as court orders and professional involvement)
- special educational needs and disability (including the needs, ranking and special provision)
- English as an additional language (such as language proficiency, special provision)
- medical and administration (such as GP information, health, allergies, medication, dietary requirements)
- health and safety (such as pupil accidents, incidents, first aid administration, infectious diseases)
- attendance (such as sessions attended, no. of absences, absence reasons, previous schools attended)
- assessment and attainment
- behavioural information (such as exclusions and any relevant alternative provision put in place)
- consent (photography, filming, trips, emergency medical care)
- funding and financial (such as early years free entitlement information, pupil premium, fees invoices)

### **Why we collect and use pupil information**

The personal data collected is essential, in order for the school to fulfil its official functions and to meet legal requirements. 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)
- f) to meet the statutory duties placed upon us
- g) to ensure the continued high quality service and operation of the school



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

- for the purposes of **(a), (b), (c) & (d)** in accordance with the legal basis of Public task: collecting the data is necessary to perform tasks that schools are required to perform as part of their statutory function
  - for the purposes of **(e)** in accordance with the legal basis of vital and legitimate interests: to keep children safe (food allergies, or medical conditions)
  - for the purposes of **(g)** in accordance with the legitimate interest of the school: to keep the school financially sustainable, operating effectively, to ensure a consistent and high quality educational service
  - for the purposes of **(f)** in accordance with the legal basis of Legal obligation: data collected for DfE census information: Section 537A of the Education Act 1996
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- The Education Act 1996 s29(3)
  - The Education (Independent School Standards) Regulations 2014
  - The Education (Pupil Registration) (England) Regulations 2006
  - The Education (Pupil Registration) (England) (Amendment) Regulations 2013
  - The Education (Pupil Registration) (England) (Amendment) Regulations 2016

In addition, concerning any special category data:

- conditions a, b, c and d of GDPR - Article 9

### **Collecting pupil information**

We obtain pupil information via registration forms at the start of each academic year. In addition, when a child joins us from another school we are sent a secure file containing relevant information. Pupil data is essential for the schools' operational use. Whilst the majority of pupil information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with GDPR we will inform you at the point of collection, whether you are required to provide certain pupil information to us or if you have a choice in this.

### **Storage and disposal of pupil data**

We hold pupil data securely for the set amount of time shown in our data retention schedule. For more information regarding our data retention schedule and how we keep your data safe, please visit [Data Retention and Disposal Policy](#)



## **Who we share pupil information with**

We routinely share pupil information with:

- the school that the pupil will attend after leaving us
- our local authority
- the Department for Education (DfE)

## **Why we routinely share pupil information**

We do not share information about our pupils with anyone without consent unless the law and our policies allow us to do so.

## **Local Authority (LA)**

As a legal requirement, we routinely share pupil details with the LA when pupils are admitted to or leave the school. We are also required to pass information to the LA to fulfil specific statutory duties relating to safeguarding which may include attendance information to tackle persistent pupil absence.

## **Department for Education (DfE)**

We are required to share information about our pupils with the Department for Education (DfE) for the annual DfE Census for the purpose of data collections, under:

- Section 537A of the Education Act 1996
- the Education Act 1996 s29(3)
- the Education (Pupil Registration) (England) (Amendment) Regulations 2013

All data is transferred securely and held by DfE under a combination of software and hardware controls, which meet the current government security policy framework. For more information, please see 'How Government uses your data' section.

## **How the Government uses your data**

To find out more about the data collection requirements placed on us by the DfE (for example; via the school census) go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>



### **Requesting access to your personal data**

Under GDPR, 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 Mrs Grace Drewell, the Data Protection Officer on 0208 595 5999 or email [grace@alamiyahschool.org](mailto:grace@alamiyahschool.org)

### **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 about the way we are collecting or using your personal data, you should raise your concern with us in the first instance by emailing us on [admin@alamiyahschool.org](mailto:admin@alamiyahschool.org) 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:

- Mrs Grace Drewell, the Data Protection Officer on 0208 595 5999 or email [grace@alamiyahschool.org](mailto:grace@alamiyahschool.org)