Alamiyah Montessori 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 children's information

The categories of children's 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 routines 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 accidents, incidents, first aid administration, infectious diseases)
- attendance (such as sessions attended, no. of absences, absence reasons, previous settings 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 children's information

The personal data collected is essential, in order for the setting to fulfil its official functions and to meet legal requirements. We collect and use children's information, for the following purposes:

a) to support learning

b) to monitor and report on attainment and 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 setting

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing a child's 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 settings 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 setting: to keep the setting 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 any mandatory government census

In addition, concerning any special category data:

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

Collecting children's information

We obtain the child's information via registration forms at the start of each academic year. In addition, when a child joins us from a previous setting we are sent a secure file containing relevant information. Children's data is essential for the settings' operational use. Whilst the majority of 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 information to us or if you have a choice in this.

Storage and disposal of children's data

We hold children's 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 children's information with

We routinely share children's information with:

- the school that the child will attend after leaving us
- our local authority
- Ofsted

Why we routinely share children's information

We do not share information about children at our setting 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 children's details with the LA when children are admitted to or leave our setting. We are also required to pass information to the LA to fulfil specific statutory duties relating to safeguarding which may include attendance information. We are required to share information about our children with the LA for the annual Census for the purpose of data collections:

Requesting access to your personal data

Under GDPR, parents 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 Khairunisa Ismail, the Data Protection Officer on 0208 595 5999 or email info@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 info@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 Khairunisa Ismail, the Data Protection Officer on 0208 595 5999 or email info@alamiyahschool.org