



GDPR Privacy Notice

WHAT IS THE PURPOSE OF THIS DOCUMENT?

Al-Islamia Institute for Education ("the School") is committed to protecting the privacy and security of your personal information in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

This Privacy Notice outlines how the School collects, processes, and protects personal data relating to Employees, Children, and Parents (collectively "You" or "Your").

As a "Data Controller," the School determines how and why your personal data is processed. This notice provides key information on your rights, how data is used, and our obligations under data protection law.

This notice may be updated periodically. Significant changes will be communicated to You promptly.

DATA PROTECTION PRINCIPLES

The School adheres to the principles of data protection law, ensuring that personal data is:

1. Processed lawfully, fairly, and transparently.
2. Collected for specified, explicit, and legitimate purposes.
3. Adequate, relevant, and limited to what is necessary.
4. Accurate and kept up to date.
5. Retained only as long as necessary.
6. Processed securely, protecting against unlawful access, loss, or damage.

THE INFORMATION WE COLLECT

Employees:

We collect and process personal data including, but not limited to:

- Personal details (e.g., name, contact details, date of birth, gender).
- Employment details (e.g., job title, salary, employment history, tax records).
- Health information where relevant to employment duties.
- Criminal record checks (e.g., Disclosure and Barring Service checks).

Children:

We collect and process personal data including:

- Identifying details (e.g., name, date of birth, address).
- Educational records (e.g., attendance, assessments, progress reports).
- Health and safeguarding information (e.g., medical conditions, dietary needs, child protection concerns).



Parents:

We collect and process personal data including:

- Contact details (e.g., name, address, telephone, email).
- Financial information (e.g., payment records, funding eligibility).
- Safeguarding-related information where required.

LAWFUL BASIS FOR PROCESSING PERSONAL DATA

The School processes personal data based on the following lawful grounds:

- Performance of a contract (e.g., employment contracts, parental agreements).
- Compliance with legal obligations (e.g., safeguarding, tax reporting).
- Legitimate interests (e.g., ensuring school security, monitoring attendance).
- Consent (where applicable, e.g., use of photographs for promotional purposes).

DATA SHARING

We may share personal data with:

- **Local authorities** (e.g., for safeguarding, funding, and attendance monitoring).
- **Regulatory bodies** (e.g., Ofsted, Department for Education).
- **Third-party service providers** (e.g., payroll services, IT providers, assessment platforms).
- **Other schools** (e.g., when a child transitions to a new school).

We ensure that all third parties adhere to strict data protection measures and do not use your personal data for their own purposes.

DATA SECURITY

We implement appropriate technical and organisational security measures to:

- Prevent unauthorised access, alteration, or disclosure of data.
- Ensure data integrity and confidentiality.
- Train staff on data protection responsibilities.
- Regularly review and update security protocols.

DATA RETENTION

Personal data is retained only for as long as necessary. Retention periods are based on:

- Legal obligations (e.g., employment records, safeguarding records).
- Educational requirements (e.g., student progress reports).
- School policies and best practices.



Data no longer required is securely erased or anonymised. Please see the appendix for a list of data types and the minimum amount of time we will retain them.

YOUR RIGHTS UNDER UK GDPR

You have the right to:

- **Access** your personal data.
- **Request correction** of inaccurate or incomplete data.
- **Request deletion** of personal data in certain circumstances.
- **Object to processing** where it is based on legitimate interests.
- **Restrict processing** in specific situations.
- **Request data portability** to another service provider.
- **Withdraw consent** where processing is based on consent.

To exercise any of these rights, please contact Tasneem Apa.

COMPLAINTS AND QUERIES

If you have any concerns about how we process your data, please contact our Data Protection Officer at 0116 2515101. You also have the right to lodge a complaint with the Information Commissioner's Office (ICO):

Website: www.ico.org.uk

Helpline: 0303 123 1113

CHANGES TO THIS NOTICE

We may update this Privacy Notice from time to time. Any significant changes will be communicated to You.

For further information, please contact Tasneem Apa in the school office.



Appendix: Data Retention Schedule

As part of our commitment to compliance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018, this appendix outlines the retention periods for different types of data held by the school. The school ensures that personal data is retained only as long as necessary for its intended purpose and is disposed of securely thereafter.

1. Pupil Records

- **Admission Registers** – Permanently (archived)
- **Attendance Registers** – 3 years from the date of entry
- **Pupil Record (Primary School)** – Retained until the child transfers to secondary school, then forwarded
- **Special Educational Needs (SEN) Files** – 31 years from the date of birth of the child
- **Examination Results (School Copies)** – 6 years from the date of the examination
- **Parental Consent Forms for Trips** – 6 years from the trip date (or until the child is 21 if an incident occurred)

2. Staff Records

- **Staff Personal Files** – 6 years after employment ends
- **Payroll & Pension Records** – 7 years after employment ends
- **Disciplinary Records** – Retained as per policy (e.g., 6-12 months for warnings, longer for serious cases)
- **DBS Checks (Disclosure Barring Service)** – Record only the reference number, date, and decision; do not retain actual certificates
- **Recruitment Records (Unsuccessful Applicants)** – 6 months to 1 year
- **Training Records** – Duration of employment plus 6 years
- **Accident/Incident Reports (Staff)** – 3 years or longer if safeguarding concerns exist

3. Safeguarding & Child Protection Records

- **Child Protection Files** – Retained until the individual is 25 years old, or indefinitely if concerns exist
- **Allegations of Child Protection Concerns Against Staff** – Retained until the individual is 100 years old

4. Financial Records

- **School Accounts, Invoices & Bank Records** – 6 years from the financial year end
- **Payroll Information & Tax Records** – 7 years from the financial year end

5. Health & Safety Records

- **Accident Books (Pupils & Visitors)** – 3 years after last entry (or up to 25 years if a major injury occurred)
- **Risk Assessments** – 3 years after the relevant activity
- **COSHH (Control of Substances Hazardous to Health) Records** – 40 years
- **Fire Safety Records** – 6 years



6. Administrative & Governance Records

- **Governing Body Meeting Minutes** – Permanently (archived)
- **School Development Plans** – 6 years
- **Policies & Procedures** – Retained while in force and for an appropriate review period thereafter
- **CCTV Footage** – 30 days unless required for an investigation

7. Other School Records

- **Alumni Records** – Retained based on consent
- **Photographs & Videos of Pupils** – Retained based on consent and deleted when no longer needed
- **Parental Complaints** – 6 years from resolution

Key Considerations

- **Data Minimisation** – Personal data should not be retained longer than necessary.
- **Secure Disposal** – Data must be securely deleted when no longer required.
- **Retention Justification** – Schools must justify the retention of records.
- **Safeguarding Takes Priority** – Any records linked to safeguarding concerns should be retained in line with legal obligations.

This retention schedule will be reviewed periodically to ensure compliance with legal and regulatory changes.