

DAWAT E ISLAMI UK



STUDENT PRIVACY NOTICE

Prepared by: Dr ZeerakNasim, Data Protection Lead

Status of Policy: Final

Ratified by: Trustees

Implementation Date: Jul 2019

Review Date: Jul 2020

INTRODUCTION

Dawat e Islami is committed to ensuring that any personal data we hold about you and your child is protected in accordance with data protection laws and is used in line with your expectations.

This privacy notice explains what personal data we collect, why we collect it, how we use it and how we protect it.

WHAT PERSONAL DATA DO WE COLLECT?

We collect personal data about you and your child to provide care and learning that is tailored to meet your child's individual needs.

Personal details that we collect about your child include:

- your child's name, date of birth, address, health and medical needs, development needs, and any special educational needs

We will also ask for information about who has parental responsibility for your child and any court orders pertaining to your child.

Personal details that we collect about you include:

- Your name, home and work address, phone numbers, emergency contact details, and family details.

This information will be collected from you directly in the registration form.

WHY WE COLLECT THIS INFORMATION AND THE LEGAL BASIS FOR HANDLING YOUR DATA

We use personal data to:

- contact you in case of an emergency
- to support your child's wellbeing and development
- to manage any special educational, health or medical needs of your child whilst at our setting

- to carry out regular assessment of your child's progress and to identify any areas of concern
- to maintain contact with you about your child's progress and respond to any questions you may have
- to keep you updated with information about our service

With your consent, we will also record your child's activities for their individual learning record. This may include photographs. You will have the opportunity to withdraw your consent at any time, for images taken by confirming so in writing.

We have a legal obligation to process safeguarding related data about your child should we have concerns about their welfare.

WHO WE SHARE YOUR DATA WITH

- our insurance underwriter (if applicable)
- our setting software management provider (if applicable)

We will also share your data if:

- we are legally required to do so, for example, by law, by a court or the Charity Commission;
- to enforce or apply the terms and conditions of your contract with us;
- to protect your child and other children; for example by sharing information with social care or the police;
- it is necessary to protect our rights, property or safety

We will never share your data with any other organisation to use for their own purposes

HOW DO WE PROTECT YOUR DATA?

We protect unauthorised access to your personal data and prevent it from being lost, accidentally destroyed, misused, or disclosed by:

- filing away personal details in a locked cabinet (application forms, funding agreements, accident forms, information slips etc)
- secure computers – restricted access by manager and admin staff only
- we use secure encrypted emails when we share information about your child's learning to other agencies (with your consent)

HOW LONG DO WE RETAIN YOUR DATA?

We retain your child's personal data for up to 3 years after your child no longer uses our setting. Medication records and accident records are kept for longer according to legal requirements. Your child's learning and development records are maintained by us.

In some instances (child protection, or other support service referrals) we are obliged to keep your data for longer if it is necessary to comply with legal requirements.

AUTOMATED DECISION-MAKING

We do not make any decisions about your child based solely on automated decision-making.

YOUR RIGHTS WITH RESPECT TO YOUR DATA

You have the right to:

- request access, amend or correct your personal data
- request that we delete or stop processing your personal data, for example where the data is no longer necessary for the purposes of processing;
- request that we transfer your data to another person

If you wish to exercise any of these rights at any time or if you have any questions, comments or concerns about this privacy notice, or how we handle your data please contact us.

If you continue to have concerns about the way your data is handled and remain dissatisfied after raising your concern with us, you have the right to complain to the Information Commissioner Office (ICO). The ICO can be contacted at Information

Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF or
ico.org.uk/

HOW TO CONTACT US

You can contact DAWAT E ISLAMI UK by telephoning +44 (0)203 856 5999 or by writing to: Data Protection Officer, DAWAT E ISLAMI UK Malabar Road, Leicester, LE1 2LG.

If you have any questions about our privacy notice please contact the Data Protection Officer on safeguarding@dawateislamiuk.net.

CHANGES TO THIS NOTICE

We keep this notice under regular review. You will be notified of any changes where appropriate.

Please sign this form to say you understand what information is collected by Dawat e Islami UK and how it is used.

Child/ren name: _____

Signed by parent: _____

Parent name: _____

Date: _____