

## Data Protection Policy

At **Unique Madrasah & Tuition Academy** we respect the privacy of the children attending the academy and the privacy of their parents or carers, as well as the privacy of our staff and volunteers. Our aim is to ensure that all those using and working at UMTA can do so with confidence that their personal data is being kept secure.

Our lead person for data protection is **Hawwa Mbombo**. The lead person ensures that the UMTA meets the requirements of the GDPR, liaises with statutory bodies when necessary, and responds to any subject access requests.

## Confidentiality

Within the academy, we respect confidentiality in the following ways:

- We will only ever share information with a parent about their own child.
- Information given by parents to academy staff about their child will not be passed on to third parties without permission unless there is a safeguarding issue (as covered in our **Safeguarding Policy**).
- Concerns or evidence relating to a child's safety, will be kept in a confidential file and will not be shared within the academy, except with the designated Child Protection Officer and Director.
- Staff only discuss individual children for purposes of planning and classroom management.
- Staff are made aware of the importance of confidentiality during their induction process.
- Issues relating to the employment of staff, whether paid or voluntary, will remain confidential to those making personnel decisions.
- All personal data is stored securely in a lockable file, on a password protected computer/laptop as well as passcode-locked phones.
- Students on work placements and volunteers are informed of our Data Protection policy and are required to respect it.

## Information that we keep

The items of personal data that we keep about individuals are documented on our personal data matrix. The personal data matrix is reviewed regularly to ensure that any new data types are included.

*Children and parents:* We hold only the information necessary to provide education and adequate supervision for each child. This includes child registration information, medical information, parent contact information, consent form, attendance records, incident and accident records and so forth. Our lawful basis for processing this data is fulfilment of our contract with the child's parents. Our legal condition for processing any health-related information about a child, is so that we can provide appropriate care to the child. Once a child leaves our academy we retain only the data required by statutory legislation and industry best practice, and for the prescribed periods of time. Electronic data that is no longer required is deleted and paper records are disposed of securely.

*Staff:* We keep information about employees in order to meet HMRC requirements, and to comply with all other areas of employment legislation. Our lawful basis for processing this data is to meet our legal obligations. Our legal condition for processing data relating to an employee's health is to meet the obligations of employment law. We retain the data after a member of staff has left our employment for the periods required by statutory legislation and industry best practice, then it is deleted or destroyed as necessary.

## Sharing information with third parties

We will only share child(ren) information with outside agencies on a need-to-know basis and with consent from parents, except in cases relating to safeguarding children, criminal activity, or if required by legally authorised bodies (e.g. Police, HMRC, etc). If we decide to share information without parental consent, we will record this in the child's file, clearly stating our reasons.

We will only share relevant information that is accurate and up to date. Our primary commitment is to the safety and well-being of the children in our care.

Some limited personal information is disclosed to authorised third parties we have engaged to process it, as part of the normal running of our charity, for example to take online bookings, our online learning management platforms, and to manage our payroll and accounts, such as with legal teams (i.e. solicitors) and debt collection agents. Any such third parties comply with the strict data protection regulations of the GDPR.

## Subject access requests

- Parents/carers can ask to see the information and records relating to their child(ren), and/or any information that we keep about themselves.
- Staff and volunteers can ask to see any information that we keep about them.
- We will make the requested information available as soon as practicable and will respond to the request within one month at the latest.
- If our information is found to be incorrect or out of date, we will update it promptly.
- Parents /carers can ask us to delete data, but this may mean that we can no longer provide education to the child(ren) as we have a legal obligation to keep certain data. In addition, even after a child has left our academy we have to keep some data for specific periods so won't be able to delete all data immediately.
- Staff and volunteers can ask us to delete their data, but this may mean that we can no longer employ them as we have a legal obligation to keep certain data. In addition, even after a staff member has left our employment we have to keep some data for specific periods so won't be able to delete all data immediately.
- If any individual about whom we hold data has a concern about how we have kept their information secure, or how we have responded to a subject access request, they may raise their concern with us in the first instance or directly to the Information Commissioner's Office (ICO).

## GDPR

We comply with the requirements of the General Data Protection Regulation (GDPR), regarding obtaining, storing and using personal data.

This policy was adopted by: <b>Unique Madrasah &amp; Tuition Academy</b>	Date: 24.12.2019
To be reviewed: December 2020	Signed:  <i>Hawwa Mbombo</i>  <b>Headteacher</b>