Privacy & Data Protection Policy

MADANI MADRASAH · 2026–27

This is also our privacy notice for parents, carers and pupils.

Data controller	Muslim Community College (Intl), 77 Evington Valley Road, Leicester, LE5 5LL · Registered Charity No. 1200396 · Company No. 09355536
ICO registration	[insert registration number]
Data protection contact	The Headteacher · headteacher@mccmadrasah.co.uk · 07542 547 498
Policy date	November 2026
Next review	August 2027

1. Our commitment

Muslim Community College (Intl) collects only the information it needs to teach and care for your child at Madani Madrasah, keeps it secure, and never sells it. The information families give us is an amānah (trust), and we handle it in line with the UK General Data Protection Regulation and the Data Protection Act 2018.

2. What we collect

Information	Examples
Pupil details	Name, date of birth, gender, address, day school and year group
Parent and carer details	Names, relationship to the child, phone numbers, e-mail, address, emergency contacts
Health information	Medical conditions, allergies, medication, accident and first aid records
Learning records	Class, attendance and punctuality, progress in Qurʾān, Ḥifẓ and Islamic Studies, exam results, reports
Behaviour records	Rewards, behaviour log entries, Behaviour Reflection Statements, exclusions
Safeguarding records	Concerns, actions taken and contact with other agencies
Financial records	Fees invoiced and paid, payment references and receipts. We do not hold your bank or card details.
Communications	Messages sent to the Madrasah phone, ClassDojo and e-mail; forms and consents
Images	Photographs or video taken by the Madrasah at lessons or events, only with parental consent

Most of this comes from you, on the admission form and during the year. Some comes from our own staff, and occasionally from your child's school or another agency where a child's safety requires it.

3. Why we use it and our lawful basis

Purpose	Lawful basis
Admitting your child, teaching them, reporting progress and contacting you	Contract with parents; legitimate interests in running the Madrasah
Registers, following up absence, behaviour and anti-bullying work	Legitimate interests
First aid, managing medical needs and emergencies	Vital interests; legitimate interests
Safeguarding and child protection	Legal obligation; substantial public interest (safeguarding of children)
Collecting fees and keeping accounts	Contract; legal obligation
Photographs and video for our website, booklet or social media	Consent, which you can withdraw at any time
Health and safety records and handling complaints	Legal obligation; legitimate interests

Health information and information that indicates religious belief are "special category" data. We process them only where the law allows: with your explicit consent, to protect someone's vital interests, for safeguarding, or as a not-for-profit body with a religious aim in relation to our own pupils and families.

4. Who we share it with

We share information only where it is needed and lawful:

- **Madrasah staff**, who see only what they need for their role
- **ClassDojo**, which we use for registers, rewards and messages to parents
- **Providers of our IT services**, such as e-mail, cloud storage, online forms and messaging, who process data on our behalf
- **Children's social care, the police, the Local Authority Designated Officer and health services**, where safeguarding or the law requires it. Consent is not needed to share information to protect a child.
- **Your child's day school**, including Madani Schools Federation, only where a safeguarding or welfare matter requires it
- **Emergency services**, in a medical emergency
- **Our accountants, insurers and professional advisers, HMRC and the Charity Commission**, where required
- **Organisers of trips or tournaments**, with your consent

We do not share information for marketing. Some of our service providers store data outside the UK. Where they do, we rely on the safeguards UK law requires.

5. How we keep it safe

- Electronic records are kept in password-protected Madrasah accounts, with access limited by role.

- Safeguarding records are kept separately, with access limited to the Designated Safeguarding Lead and deputies.
- Paper records are kept locked away and shredded when no longer needed.
- Staff use Madrasah accounts and the Madrasah phone for contact with families, not personal accounts.
- Staff are bound by a duty of confidentiality in their contracts and are trained in handling information.

6. How long we keep it

Record	Kept for
Admission, attendance, progress and behaviour records	Until 3 years after the pupil leaves
Fee and payment records	6 years after the end of the financial year
Accident and first aid records	Until the pupil reaches 21
Safeguarding and child protection records	Until the pupil reaches 25, or longer where the law or an inquiry requires
Complaints records	6 years after the complaint is closed
Photographs and video	Until consent is withdrawn, or 3 years after the pupil leaves
Enquiries and waiting list details	1 year, if the child does not join

Records are then securely deleted or destroyed.

7. Photographs and recordings

- The Madrasah photographs or films pupils only with a parent's written consent, and does not publish a child's full name with their image.
- **Parents and visitors may not take photographs or videos of children at Madrasah events.**
- Pupils may not have mobile phones or smart watches on site.

8. Your rights

You, and your child where they are old enough to understand, have the right to:

- Be told how information is used, which is the purpose of this policy
- Ask for a copy of the information we hold (a subject access request)
- Have inaccurate information corrected
- Ask for information to be erased, or its use restricted, in certain circumstances
- Object to processing based on legitimate interests
- Withdraw consent at any time, where we rely on consent

To use any of these rights, contact the Headteacher. We will reply within one month and there is normally no charge. We may need to confirm your identity first. In rare cases the law requires us to withhold information, for example where releasing it would put a child at risk.

Please tell us promptly when your address, phone number or your child's medical information changes.

9. If something goes wrong

If personal information is lost, stolen or sent to the wrong person, staff must tell the Headteacher immediately. We will contain the breach, assess the risk, and record it. Where there is a risk to people's rights, we report it to the Information Commissioner's Office within 72 hours and tell the families affected without undue delay.

10. Questions and complaints

Please contact the Headteacher first, so that we can put things right. If you remain unhappy, you may complain to the Information Commissioner's Office at www.ico.org.uk or on 0303 123 1113.

11. Related policies

Safeguarding & Child Protection · Health & Safety · Complaints Procedure