



Sharikatul Hussain Saturday Workshop Academic Year 2022/2023

GDPR and Record Keeping Policy

To comply with the General Data Protection Regulation (GDPR), please read the following information, before supplying us with your information and consent.

General Data Protection Regulation (GDPR) & Record Keeping:

The following section outlines the GDPR policy of the Madrassah, i.e., the usage of data, its collection, and storage. The information you provide us will be held by SHSW in accordance with the General Data Protection Regulation (GDPR). Your information is being collected with your consent in order to provide you or your children with pupil learning. SHSW will not share your information with any other organisation. Information about you or your or child will be held up to 2 years after your child's 16th birthday. You may withdraw your consent for the processing of your information at any time by contacting admin@sharikatul.org. You also have a right to complain, object to or access the information that is held and processed about you. Please contact our office to discuss any of the above requests.

Why do we collect and use information?

- To support pupil learning
- To monitor and report on pupil progress
- To provide appropriate pastoral care
- To assess the quality of our services
- To comply with the law regarding data sharing

The categories of pupil information that we collect, hold and share include:

- Personal information (such as name, unique pupil number and address)
- Any relevant medical information
- Special educational needs
- Exclusions and behavioural information
- Assessment information
- Attendance information (such as sessions attended, number of absences and absence reasons).

Collecting information:

Whilst the majority of pupil information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain pupil information to us or if you have a choice in this.

Occasionally, we may take photographs of the children at our school. We use these images as part of our school displays and sometimes in other printed publications. We also use them on our website and social media accounts. You may opt out of having your child(ren)'s picture taken for these purposes.

We may, from time to time, send you information which we believe may be of interest to you, such as madrassa events or updates. We do not share student details with anyone.



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Storing pupil data:

We may hold pupil data for up to 2 years following a student's leaving the workshop.

You have the right to:

- Object to processing of personal data that is likely to cause, or is causing, damage or distress
- In certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed;

If you have a concern about the way that we are collecting or using your personal data, you should raise your concern with us by emailing at admin@sharikatul.org