



مدرسة مسجد عائشة
MASJID AYESHA MADRASAH

Data Protection Policy

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1. Policy Statement

Masjid Ayesha Madrasah is committed to protecting the privacy and personal data of pupils, parents, staff, volunteers, and visitors.

We process personal data in accordance with:

- UK General Data Protection Regulation (UK GDPR)
- Data Protection Act 2018
- ICO (Information Commissioner's Office) guidance

We ensure that personal data is:

- Processed lawfully, fairly and transparently
- Collected for specified, legitimate purposes
- Adequate, relevant and limited to what is necessary
- Accurate and kept up to date
- Stored securely
- Retained only as long as necessary

2. Data Controller

Masjid Ayesha Madrasah is the Data Controller.

Contact details:

Masjid Ayesha Madrasah

1 Thornacre Road

Bradford BD18 1JY

Email: info@masjidayeshamadrakah.co.uk

Telephone: 01274 050135

For any data protection queries, please contact the Madrasah office in writing.



3. The Personal Data We Collect

We may collect and process the following information:

Pupil Information:

- Name, date of birth, address
- Parent/carer contact details
- Attendance records
- Behaviour records
- Assessment and exam results
- Safeguarding records (where necessary)
- Medical information (where relevant)
- Photographs (with consent where required)

Parent/Carer Information:

- Names and contact details
- Emergency contact details
- Payment records and fee history
- Correspondence records

Staff and Volunteer Information:

- Contact details
- DBS checks
- References
- Employment records
- Training records

CCTV Footage:

- Images recorded on Madrasah premises for safeguarding and security purposes.



4. How We Use This Information

We use personal data to:

- Provide Islamic education and related services
- Safeguard and promote pupil welfare
- Maintain attendance and behaviour records
- Communicate with parents and carers
- Manage admissions and registrations
- Administer fees and payments
- Comply with legal obligations
- Protect the security of the premises

5. Lawful Basis for Processing

Under UK GDPR, we process personal data under the following lawful bases:

- Legal obligation (e.g., safeguarding responsibilities)
- Public task / Legitimate interests (running the Madrasah safely and effectively)
- Contract (providing educational services)
- Consent (e.g., use of photographs for marketing purposes)

Where consent is required, it may be withdrawn at any time in writing.



6. Sharing Information

We may share information with:

- Local Authority (where safeguarding requires it)
- Police (where legally required)
- Safeguarding agencies
- IT system providers (e.g., secure Parents Portal provider)
- Payment providers
- Insurance providers

We do not sell personal data.

All third-party processors are required to comply with data protection law.

7. Data Security

We take appropriate security measures to protect personal data, including:

- Password-protected systems
- Secure storage of paper files
- Restricted access to safeguarding records
- Encrypted digital systems where possible
- Secure CCTV systems

Only authorised personnel have access to sensitive information.



8. Data Retention

We retain personal data only for as long as necessary. Typical retention periods include:

- Pupil records: Up to 6 years after leaving
- Safeguarding records: In line with safeguarding guidance
- CCTV footage: Maximum 28 days (unless required for investigation)
- Financial records: 6 years for accounting purposes

Data will be securely destroyed once no longer required.

9. Your Data Protection Rights

Under UK GDPR, individuals have the right to:

- Request access to their personal data (Subject Access Request)
- Request correction of inaccurate data
- Request deletion (where applicable)
- Restrict processing
- Object to processing (where lawful basis allows)
- Data portability (where applicable)

Requests must be made in writing. We will respond within one month.



10. Subject Access Requests (SARs)

If you wish to request access to your data or your child's data, please submit a written request including:

- Full name
- Details of information requested
- Proof of identity

We may refuse requests where exemptions apply under data protection law

11. CCTV

CCTV operates on Madrasah premises for safeguarding and security purposes.

Images are:

- Retained for a maximum of 28 days
- Stored securely
- Accessed only by authorised personnel

Full details are outlined in our CCTV Policy.

11. Complaints

If you are unhappy with how we handle your personal data, please contact the Madrasah first.

If you remain dissatisfied, you may contact the Information Commissioner's Office (ICO):

Information Commissioner's Office

Website: www.ico.org.uk

Helpline: 0303 123 1113



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