

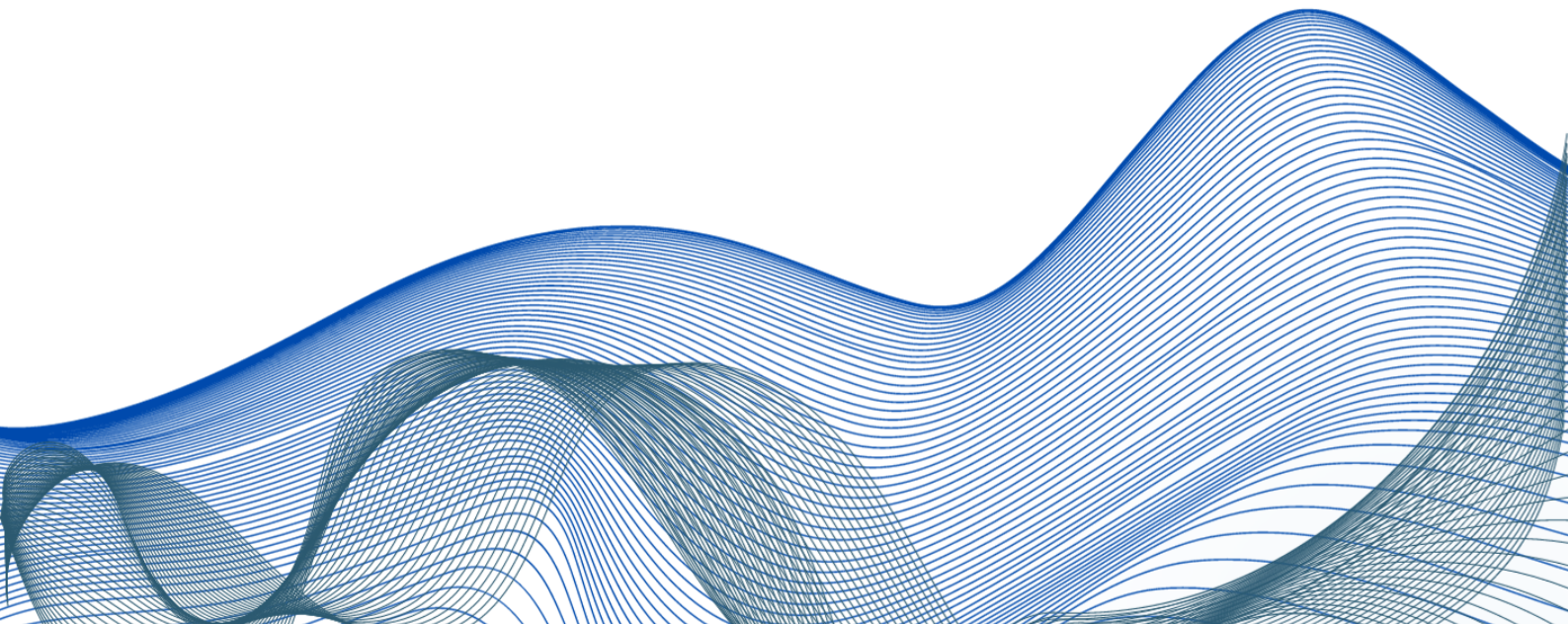


# Confidentiality Policy

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Updated December 2023

Muslim Education Centre



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## 1. Overview

This policy sets out the principles and practices of confidentiality at our Madrasah. It delineates the ethical handling and protection of sensitive information pertaining to our pupils, staff, and their families. Aligning with data protection regulations, this policy ensures the secure management of personal data, reinforcing our dedication to trust and privacy within our Madrasah. Our commitment to confidentiality is fundamental to maintaining trust and integrity in all our operations.

## 2. Aims

- To uphold the Islamic principles of trust (Amanah) and integrity (Adalah) in all interactions within the madrassah.
- Educate the madrassah community about their rights and responsibilities regarding data protection.
- Implement robust digital security measures to protect sensitive information.
- Establish clear guidelines for the ethical handling of personal and sensitive information.

## 3. Policy Outline

- **Trust and Integrity:** As guided by Islamic principles, trust and integrity are paramount in our interactions. Confidential information about pupils, staff, or the madrassah's operations is to be treated with the utmost respect and discretion.
- **Compliance with Laws and Regulations:** We adhere strictly to the General Data Protection Regulation (GDPR) and other relevant laws, ensuring that personal data is processed lawfully, fairly, and transparently.

## 4. Scope of confidentiality

This section outlines the scope and extent of the confidentiality obligations underpinning our Madrasah's Confidentiality Policy.

- **Personal Information:** The policy encompasses all personal information of pupils and staff, including, but not limited to, contact details, academic records, and personal circumstances. Such information is deemed confidential and is to be handled with the utmost care and discretion.
- **Child Protection:** Information pertaining to child protection issues is of the highest level of confidentiality and shared strictly on a need-to-know basis, in line with our safeguarding procedures and legal obligations. Refer to our Safeguarding Policy for more information.
- **Legal Compliance and Request Verification:** In accordance with UK data protection laws, there are circumstances where confidential information may need to

be disclosed without explicit consent. This includes requests from law enforcement for crime prevention or detection, legal obligations, or protecting vital interests. All such requests are subject to rigorous verification to ensure their legitimacy and compliance with legal standards.

- **Data Minimisation in Disclosures:** When disclosure is legally required, the principle of data minimisation is applied, ensuring that only necessary and relevant information is shared.
- **Professional Discretion and Ethical Standards:** Decisions regarding information disclosure, in the absence of legal mandates, are made based on professional judgement, ethical standards, and the best interests of the individuals involved.
- **Emergency Situations:** In emergencies posing immediate health or safety risks, this policy permits sharing necessary information under the principle of protecting vital interests.

Through these provisions, our Madrasah ensures that its approach to confidentiality is both legally compliant and ethically sound, reflecting our commitment to the welfare and privacy of our community.

## 5. Handling of confidential information

- **Storage and Access:** Confidential information is securely stored, with electronic data password-protected and physical records kept in locked storage. Access is limited to authorised personnel only.
- **Data Processing:** Data is processed for limited purposes, kept accurate, and retained only as long as necessary. We ensure it is processed in accordance with the data subject's rights.
- **Information Sharing:** Information is shared with external agencies only when necessary for the protection and welfare of a pupil, in compliance with legal obligations. No sensitive data will be shared without the Head Teachers permission.
- **Disposing Data:** Information/documents will be disposed by permanently deleting all electronically stored data from any device in which the data is present. Physical documents will be burned and/or shredded then directly placed in an external bin.

## 6. Staff Responsibilities

- **Training and Awareness:** All staff members receive training on confidentiality and data protection principles. They are expected to uphold these standards in their daily duties.
- **Reporting Breaches:** Staff must report any breaches of confidentiality or data protection to the SLT and Head Teacher immediately. Full documentation of the breach and the outcome will need to be produced by relevant staff.

- Madrasah staff will not use pupil data for personal use.

## 7. Parental and Pupil Rights

- **Parental Access Under Data Protection Legislation:** Parents or those with parental responsibility for a pupil have the right of access to the pupil's personal information under the GDPR. Requests for access are handled sensitively and in accordance with legal requirements. This includes the ability to request copies of their pupil's personal data through a subject access request (SAR). Management or staff must also NEVER give contact details of any pupil, parents or member of staff to any third party unless required by law.
- **Rights of the Pupil:** Pupils can request their own information through a Subject Access Request (SAR) under the GDPR. However, Madrasah may deny access if it believes that doing so may harm the pupil or if the pupil does not have sufficient mental capacity and maturity.
- **Making a Request:** Requests for educational records should be made in writing to the headteacher

These regulations ensure that while parents have rights to access their child's educational records, there are also specific rules and limitations to protect the privacy and well-being of the child.

## 8. Review and Monitoring

- **Regular Reviews:** This policy is reviewed annually to ensure it remains up-to-date with legal requirements and best practices.
- **Monitoring Compliance:** The madrasah monitors compliance with this policy through audits and feedback from the madrasah community.

## Closing Statement

In upholding this Confidentiality Policy, Muslim Education Centre reaffirms its commitment to maintaining a secure and respectful environment. Our adherence to these guidelines ensures the protection of personal information, aligning with our core values of trust, integrity, and legal compliance. We continuously strive to foster a culture of confidentiality that respects the privacy of our pupils, staff, and their families, thereby reinforcing the foundation of a safe and nurturing educational setting.