Al Risalah Nursery January 2026

How We Use Your Information

Privacy Notice for Pupils

Introduction

This notice is to help parents understand how and why Al Risalah Nursery collects your child's personal information and what we do with that information. It also explains the decisions that you can make about your child's information.

We are giving you this notice because you are able to exercise your child's data protection rights on their behalf. When your child is older (usually when they reach the age of 13) they will be considered mature enough to exercise their own data protection rights. If you have any questions about this notice please talk to the Manager.

What is "personal information"?

Personal information is information that the Nursery holds about your child and which identifies your child. This includes information such as their date of birth and address as well as things like exam results, medical details and behaviour records.

The Nursery may also record your child's religion or ethnic group. CCTV, photos and video recordings of your child are also personal information.

How and why does the Nursery collect and use personal information?

We set out below examples of the different ways in which we use personal information and where this personal information comes from. Our primary reason for using your child's information is to provide your child with an education.

The admissions forms which you complete give us personal information about your child. We get information from your child, their teachers and other pupils. Your child's old Nursery also gives us information about your child if we need this to teach and care for them.

Sometimes we get information from your child's doctor and other professionals where we need this to look after your child. We collect this information to help the Nursery run properly, safely and to let others know what we do here.

Here are some examples:

- We need to tell all appropriate members of staff if your child is allergic to something or might need extra help with some tasks.

- We may need to share information about your child's health and wellbeing with the Nursery Nurse or counsellor.

- We may use CCTV to make sure the Nursery sites are safe. CCTV is not used in private areas such as changing rooms.

- We may need to report some of your child's information to the government. For example, we may need to tell the local authority that your child attends our Nursery or let them know if we have any concerns about your child's welfare.

- We may need information about any court orders or criminal petitions which relate to your child.

This is so that we can safeguard your child's welfare and wellbeing and the other pupils at the Nursery.

- Depending on where your child will go when they leave us we may need to provide their information to other Nurseries or schools. For example, we may share information about your child's results and provide references. We may need to pass on information, which they need to look after your child.

- We may need to share information with the police or our legal advisers if something goes wrong or to help with an inquiry. For example, if one of your child's classmates is injured at Nursery or if there is a burglary.

- Occasionally we may use consultants, experts and other advisors to assist the Nursery in fulfilling its obligations and to help run the Nursery properly. We might need to share your child's information with them if this is relevant to their work.

- If your child has misbehaved in a serious way, and the police have become involved, we may need to use information about the action taken by the police.

- We may share some information with our insurance company to make sure that we have the insurance cover that we need.

- We may share your child's academic and (where fair) their behaviour records with you or their education guardian so you can support their learning.

- We will only share your child's information with other people and organisations when we have a good reason to do so. In exceptional circumstances, we may need to share it more widely than we would normally.

- We will monitor your child's use of email, the internet and mobile electronic devices e.g. iPads. This is to check that your child is not misbehaving when using this technology or putting themselves at risk of harm. If you would like more information about this you can read the acceptable use of IT and email policy or speak to your child's class teacher.

- We may use photographs or videos of your child for our websites and social media sites or prospectus to show prospective pupils what we do here and to advertise the Nursery. We may continue to use these photographs and videos after your child has left the Nursery.

- Sometimes we use photographs and videos for teaching purposes. If you have any concerns about us using photographs or videos of your child please speak to your child's class teacher. We delete all electronic images, which have not been used on our website or brochures, at the end of each academic year. All hard copies are destroyed.

- We sometimes use contractors to handle personal information on our behalf. The following are examples: - IT consultants who might access information about your child when checking the security of our IT network; If you have any concerns about the above, please speak to child's class teacher.

Shazra Abbasi