

Madrasa re-registration forms

**Please read and complete the attached forms and return them to the York Mosque
Madrassah as soon as possible.**

(Please keep hold of the information section for future reference)

Notes:

- 1) How we store and use your data is important to us. Please read the GDPR and Privacy Notice before completing this form.
- 2) If any of the information related to your child changes, please let us know by sending an email to: contact@yorkmosque.com
- 3) Please return the form by hand to the York Mosque Madrassah.
- 4) All payments for teaching are via direct debit payments. If you haven't set one up, please let us know and we will provide you with a unique code for your child(ren).

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) & Privacy Notice:

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 the York Mosque Madrassah 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. The York Mosque Madrassah will not share your information with any other organisation. Information about you or your or child will be held for up to 6 years after your child's 16th birthday. You may withdraw your consent for the processing of your information at any time by contacting contact@yorkmosque.com

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
- Post 16 learning 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 details of our products and services, newsletters, updates and special offers and invitations to our events letter or text. We do not share student details with anyone.

Storing pupil data:

We may hold pupil data for up to 6 years following a student's last entry which would be when they reach 22 years of age.

Requesting access to your personal data:

Under data protection law, parents and pupils have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, please contact: contact@yorkmosque.com

You have the right to:

- Object to processing of personal data that is likely to cause, or is causing, damage or distress
- Prevent processing for the purpose of direct marketing
- Object to decisions being taken by automated means
- In certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- Claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way that we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Accessing, Updating, or Deleting User Content and Your Personal Information:

You may access, update, or delete your personal information by contacting us at contact@yorkmosque.com

We will make good faith efforts to resolve requests to correct inaccurate information except where the request is unreasonable; requires disproportionate technical effort or expense, jeopardises the privacy of others, or would be impractical.

Contact:

If you would like to discuss anything in this GDPR, Data Protection, and Privacy Notice, please contact: contact@yorkmosque.com

Student Information:		
Student Name:		
Date of Birth:		
Special Needs/ Requirements/ Allergies:		
Parental/Guardian Information:		
Parent/Guardian Name:		
Postal Address:		
Post Code:		
Email Address:		
Home Telephone:		
Mobile Number:		
Alternative Contact Information:		
Alt. Contact Name:		
Postal Address:		
Post Code:		
Home Telephone:		
Mobile Number:		
Informational Consent: (Please Delete as Appropriate)		
Note: This consent is <i>necessary</i> to register your child		
As the Parent/Guardian I understand and agree with the rules, payments, and procedures of the Madrassah:	Yes	No
As the Parent/Guardian I grant my consent to the York Mosque Madrassah to store personal details of my above-named child, for the purpose of their Islamic education and administrative activities related to the school.	Yes	No
As the Parent/Guardian I grant my consent to the York Mosque Madrassah to store my personal details for the purpose of	Yes	No

receiving texts, calls, emails, and letters from the Madrassah.		
I have obtained consent from my alternative contact for the York Mosque Madrassah to store their personal details for the purpose of receiving texts or calls from the Madrassah in the event of an emergency.	Yes	No
I have received a copy of the York Mosque Madrassah GDPR, Data Protection, and Privacy Notice (at the end of this form).	Yes	No
Photo & Social Media Consent: (Please Delete as Appropriate) Note: This consent is <i>optional</i>; it does not affect your child's registration		
I am happy for the Madrassah to take photographs/videos of my child.	Yes	No
I am happy for the photos/videos of my child to be used on the York Madrassah/Mosque website.	Yes	No
I am happy for the photos/videos of my child to be used by the media (e.g., The York Press).	Yes	No
I am happy for the photos/videos of my child to be used in the Madrassah prospectus.	Yes	No
I am happy for the photos/videos of my child to be used on the York Madrassah/ Mosque's social media pages.	Yes	No
Today's Date:		
Signature of Parent/ Guardian:		