

RAWDHATUL ULOOM (MADRASSAH)

CONFIDENTIALITY (FOI AND DATA PROTECTION) POLICY

SECTION 1 – FREEDOM OF INFORMATION

Introduction

Pupils and their parents already have the right to see all personal records held by the Madrassah on them. In addition much non-confidential information held by the Madrassah has traditionally been made available to the wider community. The Freedom of Information Act 2000 seeks to clarify the disclosure arrangements for information held by public bodies such as madrassahs. Under the Act members of the public (including madrassah staff and parents) now have the right to request access to information not protected by the Data Protection Act or deemed confidential by the madrassah.

Under the Freedom of Information Act all maintained madrassahs must ensure that they make certain information and the mechanism for gaining access to such, clearly available. Naturally, information may not be released if it does not exist or if to do so would breach someone else's rights to confidentiality, or the information is covered by an exemption in the Act.

The information covered by this policy relates not only to information available in hard paper copies but also to that published on the Madrassah's / Masjid website. However, there are categories of information which are not available under the Freedom of Information Act such as confidential personal files.

This policy conforms to the model approved for madrassahs by the Information Commissioner.

Aims

Through this policy and its implementation the madrassah aims to:

1. Clearly describe the classes of information that it already publishes or is intending to publish in the near future.
2. Clearly describe the manner in which the information is published/made available.
3. Identify when, and the scale of, charges related to the provision of the requested information.

Categories of information published the Madrassah

There are four categories of information which are readily available from the Madrassah:

1. The Madrassah Prospectus.
2. Trust Body Documentation.
3. The Madrassah Policies (many are statutory)
4. Other procedures and general information related to the Madrassah.

The Madrassah Prospectus

The prospectus contains general information about the Madrassah, its curriculum, individual departments and staffing, etc. Copies of the prospectus are automatically provided to the parents of all pupils applying to attend the Madrassah and copies are provided for any parents who wish to consider their child attending the Madrassah.