



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 Madrassa on them. In addition, much non-confidential information held by the Madrassa 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 Madrassas. Under the Act members of the public (including Madrassa staff and parents) now have the right to request access to information not protected by the Data Protection Act or deemed confidential by the Madrassa.

Under the Freedom of Information Act all maintained Madrassas 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 Madrassa'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 Madrassas by the Information Commissioner.

Aims

Through this policy and its implementation, the Madrassa 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, changes related to the provision of the requested information.

Categories of information e-published the Madrassa

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

1. The Madrassa Prospectus.
2. Trust Body Documentation.
3. The Madrassa Policies

4. Other procedures and general information related to the Madrassa.