



MIDDLETOWN ISLAMIC CENTER

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Privacy Policy

“Let there be a group among you who call ‘others’ to goodness, encourage what is good, and forbid what is evil—it is they who will be successful.” Quran 3:104

Effective Date: September 2026

Middletown Islamic Center Weekend School (“the School,” “we,” “our,” or “us”) respects the privacy of our students, parents, guardians, volunteers, teachers, and staff. We are committed to protecting personal information and using it responsibly in support of our educational, administrative, and community purposes.

This Privacy Policy explains what information we may collect, how we use it, how we protect it, and the choices available to families.

1. Information We Collect

When families enroll students or participate in School activities, we may collect information such as:

Student Information

- Student's full name
- Date of birth
- Grade or class
- Parent or guardian information
- Emergency contact information
- Attendance records
- Academic and assessment information
- Quran, Arabic, and Islamic Studies progress
- Information necessary to support the student's educational needs

Parent/Guardian Information

- Names



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- Address
- Telephone numbers
- Email addresses
- Relationship to the student
- Emergency contact information

Administrative and Payment Information

- Tuition and registration information
- Donation information
- Payment records
- Scholarship or financial assistance information, when applicable

We will request only information reasonably necessary for School operations, student safety, education, communication, and administration.

2. How We Use Information

The School may use collected information to:

- Register and enroll students
- Organize students into appropriate classes
- Communicate with parents and guardians
- Maintain attendance and student records
- Monitor educational progress
- Conduct periodic assessments
- Communicate academic concerns or recommendations to parents
- Ensure student safety and respond to emergencies
- Process tuition, donations, and other payments
- Organize School events and activities
- Meet administrative and legal obligations



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- Improve our educational programs and School operations

Student information will not be used for purposes unrelated to the School without appropriate authorization.

3. Photographs and Videos

The School may photograph or record students during School activities, events, educational programs, and community activities.

Photographs or videos may be used for purposes such as:

- School newsletters
- School websites
- School social media pages
- Flyers and promotional materials
- Educational or community presentations
- Documentation of School activities

Where appropriate, the School will seek parental or guardian permission before using a student's identifiable photograph or video for public-facing purposes.

Parents or guardians who do not want their child's photograph or video used publicly may notify the School in writing.

4. Online Services and Third-Party Platforms

The School may use third-party services to support enrollment, communication, scheduling, payment processing, educational administration, or other School functions.

When the School uses third-party services, it may share information with those providers only to the extent reasonably necessary for them to provide the requested service.

The School will make reasonable efforts to use reputable service providers and to protect information shared through those services.

Families should also review the privacy policies of third-party services they use in connection with School activities.



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5. Information Security

The School takes reasonable administrative, technical, and physical measures to protect personal information against unauthorized access, loss, misuse, alteration, or disclosure.

However, no electronic storage system, website, email service, or method of transmitting information over the Internet can be guaranteed to be completely secure.

6. Sharing of Information

The School does not sell student or parent personal information.

We generally do not share personal information with outside organizations except when:

- It is necessary to provide a School-related service;
- It is necessary to protect the health or safety of a student or another person;
- A parent or guardian has provided permission;
- Disclosure is required by law;
- It is necessary to respond to a legitimate legal or governmental request; or
- It is otherwise permitted by applicable law.

7. Children's Privacy

Because the Weekend School serves children, we take children's privacy particularly seriously.

We will make reasonable efforts to limit the collection, use, and disclosure of children's personal information to what is necessary for educational, safety, administrative, and School-related purposes.

Parents and guardians are encouraged to contact the School with questions or concerns regarding information collected about their child.

8. Parent and Guardian Rights

Parents and guardians may contact the School to:

- Ask what personal information the School maintains about their child;
- Request correction of inaccurate information;
- Ask questions about how information is being used;



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- Update contact or emergency information;
- Request that certain information no longer be used for optional purposes, where applicable; and
- Raise concerns about the handling or protection of personal information.

9. Changes to This Privacy Policy

The School may update this Privacy Policy from time to time as its programs, technology, or legal requirements change.

Updated versions will include a revised effective date and may be communicated to families through appropriate School communication channels.

10. Contact Us

Questions, concerns, or requests regarding this Privacy Policy or the handling of personal information should be directed to:

Middletown Islamic Center Weekend School

Email: micschool.principal@gmail.com

Phone: (845) 281-1223

Parent/Guardian Acknowledgment

By registering a student with Middletown Islamic Center Weekend School, parents and guardians acknowledge that they have had an opportunity to review this Privacy Policy and understand how the School may collect, use, maintain, and protect information as described above.