

Privacy Notice: Online Learning

February 2021



Online Learning Privacy Notice (How we use pupil information)

Introduction

Highwoods Community Primary School is the data controller for the use of personal data in this privacy notice. This notice is in addition to the school / trust's Pupil Privacy Notice.

During the Covid-19 (Coronavirus) pandemic, we want to ensure that pupils are able to access a variety of online learning including 'live lessons' which will include a mixture of teaching and instruction and giving pupils tasks to complete.

These lessons will be hosted via online video platforms such as Zoom or Microsoft teams. When accessing these platforms, pupils and/or parents will need to share some basic personal information in order to use the platform (i.e. name and agreed email address). It is very important that your personal information is kept safe and there are measures in place to ensure this happens.

You can find details on the information required by individual video platforms and their security measures by viewing their privacy notices. Examples of the video platforms used are as below:

Zoom: <https://zoom.us/privacy>

Microsoft Teams: <https://www.microsoft.com/en-gb/microsoft-365/microsoftteams/security>

Skype: <https://support.skype.com/en/skype/all/privacy-security/>

Google Classroom: https://edu.google.com/intl/en_uk/why-google/privacy-security/

If you/your child chooses to take part in online live lessons, aspects of your/your child's personal data (i.e. name and email address) will be shared with third parties such as the above video platforms, which is required in order for these systems to be accessed. These systems relate to our public task to provide pupils with an education.

The personal data we hold

During a teaching session the following personal data may be collected:

- Voice
- Image of the teacher
- Actions taken or contributions made (e.g. participation in class discussion)
- Accidental image capture of other household members or visitors
- Email address and name of participants

The software may record personal data of the teacher, pupils or any other participant attending the teaching session including other household members or visitors. Where possible, cameras and microphones will be directed at staff or whiteboards delivering the lesson, however a pupil's image or voice may be captured.

All such recordings/streaming will be undertaken in line with the school's Safeguarding policies and Streaming/Live lesson protocols.

Our legal basis for using this data

The General Data Protection Regulations (GDPR) provide a framework of Articles about the use of personal data. We have included a cross reference to the relevant Articles in the information below. The use of your/your child's information for these purposes is lawful for the following reasons:

- We are under a legal obligation to collect the information or the information is necessary for us to meet legal requirements, such as our duty to safeguard pupils and to ensure our staff can engaging in professional development opportunities (Article 6, 1c)
- It is necessary for us to hold and use the information for the purposes of providing schooling and so we can look after our pupils. This function is in the public interest because everybody needs to have an education. (Article 6, 1e)
- Sometimes we need permission to use certain information. In these circumstances, we will ask you/your child, for permission. (Article 6, 1a)
- If you give your consent, you may change your mind at any time.

Change of Purpose

We will only use your personal information for the purposes for which we collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose. If we need to use your personal information for an unrelated purpose, we will notify you and we will explain the legal basis which allows us to do so.

We may process your personal information without your knowledge or consent, in compliance with the above rules, where this is required or permitted by law.

How long will this data be kept?

Any lesson recordings will be kept and stored as above during your time as a pupil in the school, after which point, they will be erased.

Data Sharing

Access to the live streaming sessions will be managed by teaching staff via Teams, ensuring only enrolled pupils have access to the lessons. Any recordings of the live streaming will have the same access arrangements in place. Such videos/streaming will not be shared outside of the organisation.

Your Rights Regarding Personal Data

Under GDPR, 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 contact Highwoods Community Primary School – admin@highwoodsprimary.com or 01206 845887

Depending on the lawful basis above, you may also 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
- a right to seek redress, either through the ICO, or through the courts

If you have a concern about the way 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/>

To exercise any of these rights, please contact our data protection officer.

Withdrawal of consent and the right to lodge a complaint

Where we are processing your personal data with your consent, you have the right to withdraw that consent. If you change your mind, or you are unhappy with our use of your personal data, please let us know by following our complaints procedure.

Last updated

We may need to update this privacy notice periodically, so we recommend that you revisit this information from time to time.

This version was last updated in July 2023.

If you would like to discuss anything in this privacy notice, please contact:

School Business Manager, Highwoods Community Primary School admin@highwoodsprimary.com
01206 845887 or SBM Services UK Ltd - DPO