



Remote Learning – Data Privacy Notice

Following the Government's recent announcement regarding the partial closure of all primary and secondary schools in England and the statutory requirement for lessons to be delivered remotely, it's important you understand how we collect and process your personal data for this purpose.

Protecting your personal data

Our school has carefully assessed and selected a Remote Learning Platform that upholds the highest of standards with regard to the security and protection of our pupils and their personal data.

This Privacy Notice describes the types of personal data that may be collected and processed during remote lessons, the lawful basis for this, how the data may be shared, where it may be stored and for how long. We also describe the rights each data subject has in relation to their personal data.

User accounts

Pupils (or parents) are each provided with a unique user login/email address to access the remote learning platform. On the first occasion of logging in, users are presented with the platform's Terms and Conditions and Privacy Notice. It's important you read this as it relates to your usage of the system and how your personal data is protected by the platform providers.

Platforms used by the school may include Google Class and Google Meet, Microsoft Teams and Planet e-stream. From time to time, other platforms may be used to ensure the most accessible and effective way to deliver lessons is achieved. Where the platform stores personal data outside of the UK or EEA, specific controls and agreements are in place to protect data both during transit and also at rest.

Further information about how each platform protects your personal data can be found on their respective websites.

Types of personal data collected

The following personal data may be collected and processed during remote lessons:

- User login/email address as provided by school
- Name of pupil (audio and/ or written)
- Personal information provided by the pupil (or parent) in direct relation to the lesson topic and in response to any questions that may be set by the teacher for engagement and learning purposes.

- Video footage of the pupil
- IP address

Safeguarding and maintaining high standards of education

It is a statutory requirement that all schools ensure the safeguarding of their pupils and that they continue to deliver high standards of education during school closures and where pupils are required to self isolate. We take these obligations very seriously and as such, we may record remote lessons which may include pupil voices and visual video footage as well as written personal data via the chat functionality.

The lawful basis for recording live remote lessons is to meet our legal obligations in this respect.

Pupils will be notified at the start of each lesson as to whether the lesson will be recorded. The School has set out its behavioural standards which each pupil/ parent must adhere to at all times and can be found on our school website <https://www.st-wilfrids.org/wp-content/uploads/2020/09/Behaviour-Policy-with-COVID-19-Addendum.pdf>

What we do with recorded lessons

The lesson recordings will be saved within the platform and can only be accessed by authorised staff and those pupils who participated in the lesson. There may be times where the teacher wishes to restrict access to the recorded lesson and as such the recorded lesson will be saved to a secure electronic filing system within school, which can only be accessed by authorised personnel. Where there is a safeguarding matter, the recorded lesson will not be shared with any other party other than those authorised as being deemed necessary for the purposes of managing the safeguarding matter.

Lesson recordings will be stored for a period of 12 months, after which they will be securely deleted, unless, due to an ongoing safeguarding issue it is deemed necessary to retain for a longer period to allow the matter to be effectively resolved.

Your Rights

Under UK GDPR and the Data Protection Act 2018 you have certain rights regarding your personal data. Should you wish to exercise any of these right or should you have any queries regarding this matter please do not hesitate to contact admin@st-wilfrids.org or our Data Protection Officer at BCCET_DPO@Data2action.co.uk.

Should your query not be addressed to your satisfaction, or should you have a complaint about our processing of your/ your child's personal data you may also complain to the Information Commissioners Office at ico.org.uk/global/contact-us/email/ or:

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