

**Reviewed March 2023**

## **Remote Learning – Data Privacy Notice**

There may be occasions where lessons need to be live streamed via an online platform such as Microsoft Teams or Google Meet. 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 detail how you may exercise your rights as a data subject, should you wish to do so.

### **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 platforms 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

Under no circumstances will pupils (or parents) be asked to disclose any information which may reveal any special category of data (e.g. health). Where such matters are necessary, discussions will be held in private, usually via the telephone.

## **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 collecting and processing personal data for the purposes of providing remote learning, ensuring pupil and staff safeguarding and providing high standards of education is to meet our statutory obligations in this regard.

Wherever possible, pupils will be notified at the start of each lesson as to whether the lesson will be recorded. The school has set out their behavioural standards which each pupil/parent must adhere to at all times and can be found on your individual school website [LINK](#)

## **What we do with recorded lessons**

The lesson recordings will be saved to a secure electronic filing system within your school, which can only be accessed by authorised personnel. On occasion, where it is deemed necessary for the provision of high-quality learning, teachers may share the recording with those pupils from within the lesson class. 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 up to 12 months, after which they will be securely deleted, unless they are subject to an ongoing safeguarding issue and it is deemed necessary to be retained 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 rights or should you have any queries regarding this matter please do not hesitate to contact Mr Paul Craig or our Data Protection Officer at [BCCET\\_DPO@Data2action.co.uk](mailto: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/](https://ico.org.uk/global/contact-us/email/) or:

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