

# Hinckley Parks Primary School



## Remote Education Privacy Document

### PRIVACY NOTICES: ONLINE LEARNING AND LIVE SESSIONS

#### Data Use

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

These lessons will be hosted via Google Meet. When accessing this platform, 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 personal information is kept safe and there are measures in place to ensure this happens.

You can find details on the information required and security measures by viewing their privacy notices.

Google Meet: <https://support.google.com/a/answer/9822731?hl=en>

If you/ your child chooses to take part in online live sessions, 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. However, if you would prefer for your child not to use live sessions, please let the teacher know.

#### Why are live sessions recorded?

All live sessions are recorded for safeguarding reasons, so that if a complaint or allegation was made against the school / teacher leading the session, we are able to review the session.

## **How do I know if the teaching session is being recorded?**

All teaching sessions will be recorded, and you will know it is being recorded as a message comes up on screen saying that the teacher is recording, and then a red recording symbol appears for the duration of the recording in the top left of the screen.

## **How are the recordings stored and shared?**

The video recording and transcript of the live session will be saved by the individual class teacher on their school laptop only. After 6 weeks, the recording and transcript are then permanently deleted. The recordings will be made available to senior leaders if the required. Recordings will not be shared or edited in anyway.

## **Safety and Security**

We have a number of measures in place to mitigate against the potential misuse of pupils'/ parents' personal data and to ensure the live sessions are accessed safely. These include:

- Students/Parents/Carers may withdraw permission by choosing not to access Google Meet at any time.
- All staff hosting 'live sessions' will use their Hinckley Parks email accounts.
- All sessions have a secure link sent by the class teacher.
- As far as possible, there will be 2 members of school staff on a live session.
- Session videos and transcripts will be recorded and stored for 6 weeks for safeguarding purposes.
- The staff member will log onto the session just before the advertised time to allow for a controlled admittance of pupils.
- Staff will not allow other users to control the screen.
- The live session link will be confidential and sent to invitees only.
- Teachers will ensure that they 'blind copy' parent email addresses so that no email addresses are made public / shared.
- Students and staff are asked not to take screen shots of the live sessions.
- No 1:1 sessions will take place, groups only.
- Staff and children must wear suitable clothing, as should anyone else in the household.
- Any computers used should be in appropriate areas, for example not in bedrooms; and where possible be against a neutral or 'wallpaper' background.
- All language must be professional and appropriate, including any family members in the background.
- Videos may be muted from both pupils and staff if other children in the household become unsettled or cause disruption.
- As a last resort, if there is any significantly inappropriate behaviour which may create a safeguarding concern, the session may be ended early.

## **The General Data Protection Regulations (GDPR)**

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.

### **(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.

## **Concerns**

If you have any specific queries or concerns about the data processing required in order for your child to access live online sessions, then please speak to your teacher in the first instance, and ask them to contact firstly the Head Teacher (Mr Harding) and if more information is required, the Academy Data Protection Officer (Kirsten McLaren). They can answer questions you have about what the school does with your/your child's information.

## **Consent**

All parents have given consent for their child's image to be used for purposes within the school at the start of the academic year. Parents may change their mind in relation to any of the consents that you have provided at any time. Choosing NOT to log into the live session is the choice of the parent and is one way of withdrawing consent, and you do not have to provide reasons for this and it will not affect your child's access to alternative online learning resources. If you wish to provide additional information, we will use this to understand any concerns that you have and take appropriate steps, where necessary.