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| **Dale Community Primary****and Stonehill Nursery Federation****Privacy Notice:****Online Learning, Live Lessons and Video Sharing**  |



 Head Teacher: Louise Foster

 Chair of Governors: Diane Williams

 Date Signed:

**Privacy Notice:** Online Learning, Live Lessons and Video Sharing

The challenges of COVID-19 have meant changes to so many aspects of school life, leading to systems where remote/online learning, video -sharing and live lessons are a part of the day-to-day teaching and learning experience. We are pleased to have an opportunity to stay in touch with pupils who are not in school, and to share teaching and learning to the best of our ability.

To do this, we have to think about what platforms best suit our needs. The platforms we use are Google Classroom, TT Rockstars, Zoom, Class Dojo and Purple Mash.

Inevitably for pupils and parents, access to these platforms will require a degree of sharing personal data. This might be a name, a school email address for pupils, a parent’s email address to logon etc. We want to make sure you use the minimum amount of personal information and all of the platforms are clear about how this can and cannot be used. How they use the data is set out on the websites of these service providers.

Using Google Classroom and zoom involves uploading videos, documents and other items between teachers, pupils and parents. We may also use the video conferencing for lessons and meetings where information about individuals can be seen, for example names and email addresses. These are likely also to be shared with these third‑party systems, so you must be aware that when information is input, it is beyond the control of the school. All the systems we use have stated their commitment to effective data security and GDPR compliance. When uploading material, whether video, photo or a document, you must be aware of the platform you are uploading it to and the fact this is stored outside of the school setting.

Safe PracticeGuidance from Derby Safeguarding Board has stated that all live, online teaching sessions must be recorded by the school to protect staff and students. No filming by pupils or other family members will be permitted. Recordings will be stored on our secure server for a maximum of 6 months and following this will be destroyed in line with our Data Protection Policy. Recordings will not be used or viewed for any other purposes, including performance management.

Please see our ‘*Rules for Online Learning’* document for details of our commitments to online learning. This sets out expectations about how sessions will be managed when live sessions are being used.

Families will be asked to read and adhere to our ‘Remote Learning Protocol’ document. This outlines the responsibilities of parents, carers and children while accessing the online learning sessions and this includes the school’s behaviour expectations and what steps will be taken if they are not met.

The General Data Protection Regulations (UK GDPR)

The General Data Protection Regulations (UK 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 provide online learning. (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 concerns about using these systems, please let the relevant teacher know so this can be discussed, including any possible alternatives. However, such alternatives may lack interactivity, and may simply be a print of material that will be discussed in that lesson. The teacher can answer questions you may have about what the school does with your/your child’s information. If you want to speak to them, you can contact them via: admin@dale.derby.sch.uk.

Any safeguarding concerns should be referred to the Head Teacher, Louise Foster, or one of our Inclusion Officers on 01332 760070 Mrs Foster may also be contacted via email on head@dale.derby.sch.uk. Mrs Foster is our appointed Designated Lead for Safeguarding.

Please also see our Data Protection and GDPR policies and privacy notices that support online learning at this time. *We also have a Data Protection Officer who works with us who we can consult to discuss any matters that arise.*