



## Backwell School

### Privacy Notice for Pupils, Parents, School Workforce, including Governors and Trustees for recorded online lessons

#### About this Privacy Notice

Backwell School is part of the Lighthouse Schools Partnership and is covered by the Trust's Data Protection Policy.

Individuals have a legal right to be informed about how we use their personal information which can identify them either directly or indirectly. This Privacy Notice explains how we collect, store and use personal information in relation to the recording of lessons.

It is intended for pupils, parents (including carers or guardians who we refer to in this privacy notice as 'parents') and the school workforce (including school governors, volunteers and contract staff). We encourage all to read it.

Our aim is to always provide clear information about the personal information we are using and why we are using it. We have tried to keep the language in this privacy notice as simple as possible, however if anything is unclear or if you have any concerns then please contact Mr P Conkie at the school.

This privacy notice relates specifically to recorded online lessons and we have a range of other privacy notices related to the main functions of the school. It is based on the model privacy notice produced for schools by the Department for Education (DfE).

While much of the personal information that we collect is statutory or mandatory (i.e. it must be provided so that we can manage the school and provide an education), some of it is requested on a voluntary basis. This is the case in relation to recording online lessons, we will, therefore, request consent as appropriate.

For the purposes of data protection law, this is, the General Data Protection Regulation (GDPR) and Data Protection Act 2018 (DPA18), Backwell School is the 'data controller'. **Our Data Protection Officer is: One West (iWest), Lewis House, Manvers Street, Bath, BA1 1JG.**

Contact details are provided at the end of this privacy notice.

#### Our lawful reasons for recording, storing and sharing online lessons (lawful bases)

Data Protection law requires us to have a lawful reason ('lawful basis') for processing personal data. These reasons are listed under Article 6 of the 'General Data Protection Regulation' (GDPR). Our lawful basis for recording, storing and sharing online lessons is 'legitimate interest' (Article 6(1)(f) of the General Data Protection Regulations).



'Legitimate interest' applies whenever an organisation uses personal data in a way that the data subject would expect.

In general, the condition applies when:

- The processing isn't required by law, but there's a clear benefit to it;
- There is little risk of the processing infringing on data subjects' privacy; and
- The data subject should reasonably expect their data to be used in that way.

### **Why do we record, store and share online lessons?**

There may be times when lessons are delivered remotely to pupils and students. Where this is the case, lessons that are streamed by teachers will be recorded so that we can provide them to any pupils who may have been absent and to allow the review of lessons once they have been delivered.

Recording lessons also supports our safeguarding priority and will reduce the risk of breaches or staff being subject to false allegations.

We will therefore record online lessons (audio, video and text) for the reasons given above.

Pupils are encouraged to utilise their camera and to verbally contribute toward the lessons to maximise the educational benefit of remotely streamed learning. However they are not required to do so. If a parent/carer (or pupil as appropriate) chooses not to use their camera or microphone, it is the responsibility of the pupil or parent/carer as appropriate to turn them off. In this case, the pupil can raise any questions using the chat function.

### **Who we share recorded online lessons with**

Access to recorded online lessons is only available to the teachers and pupils belonging to that class and other limited, authorised staff in the school. Requests for access to recorded online lessons must be made to the Headteacher. We will not share recorded online lessons with any third party without consent (unless the law allows us to do so). Where it is legally required or necessary (and it complies with data protection law) personal information may be shared with the relevant local authority to meet our legal obligations to share information such as safeguarding concerns.

Wherever possible we will provide the video footage of a recorded online lesson as a live encrypted stream. Where this is not possible it may be provided as a downloadable file. Where this is the case the footage may only be used for the purposes of learning and is not to be shared for any other purposes or uploaded onto social media, such a breach of these guidelines will result in individuals being personally liable for prosecution under section 170 of the Data Protection Act 2018)



### **How we store recorded online lessons**

Personal data is stored in line with our data protection policy. Recorded online lessons will be stored on Microsoft's secure servers. Secure access is enabled by Azure Active Directory, a recognised leader in identity management to protect sensitive content.

Once a pupil's education with us has ended, we may retain certain information beyond their attendance at the school as deemed necessary and in line with our retention policies. A copy of the Retention Schedule can be found on the LSP website.

### **Your rights and how to complain**

Please read our Data Protection Policy which can be found on the LSP website:

<https://www.lsp.org.uk/page/?pid=23>

The Trust's Complaints Policy is also available on the Trust's website.

### **Updates to our Privacy Notice**

We may need to update this privacy notice periodically. This version was last updated on 1 February 2021.

### **Contact**

If you would like to discuss anything in this privacy notice, please contact: Mr P Conkie at [mailbox@backwellschool.net](mailto:mailbox@backwellschool.net) or our Data Protection Officer at [dpo@lsp.org.uk](mailto:dpo@lsp.org.uk).