



PRIVACY NOTICE FOR ONLINE LEARNING AND LIVE LESSONS

Date	September 2023
Prepared by	DPO
Review Date	September 2024
Version	3

Privacy Notice has been written for Online Learning and Live Lessons

In line with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018 (DPA) The Rose Learning Trust is your data controller, and we process your personal data in compliance with the law. The purpose of this privacy notice is to inform you how your personal data is used and protected by The Rose Learning Trust.

Data Use

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

These lessons will be hosted via online video platforms such as Zoom or Microsoft teams. When accessing these platforms, 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 your personal information is kept safe and there are measures in place to ensure this happens.

You can find details on the information required by individual video platforms and their security measures by viewing their privacy notices. Examples of the video platforms used are as below: -

Zoom: <https://zoom.us/privacy>

Microsoft Teams: <https://www.microsoft.com/en-gb/microsoft-365/microsoftteams/security>

If your child chooses to take part in online live lessons, aspects of 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 prefer your child not to access these systems, please let the teacher know and an alternative will be arranged.

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 lessons are accessed safely. These include:

- Pupils/parents/carers may withdraw permission, in writing at any time
- All staff hosting 'live lessons'; will use their academy email accounts
- All pupils/parents/carers will be required to use an agreed email account to access live lessons
- All lessons will be password protection with the access link sent separately from the password where possible
- There will be no recording of video or chat without permission

- The 'waiting room' feature will be used by the staff member to allow for a controlled admittance of pupils by the host when ready
- Users will be identified prior to admittance to the live lesson
- Staff and pupils will not share files that could contain viruses or malware
- Staff will not allow other users to control the screen
- The live lesson link will be confidential and sent to invitees only
- Pupils and staff will not be allowed to take screen shots of the live lessons
- No 1:1 lessons will take place, groups only
- Any computers used should be in appropriate areas, and where possible against a neutral background
- All language must be professional and appropriate, including any family members in the background
- Microphones may be muted from both staff and pupils
- Cameras to be disabled on request of staff
- Teachers will at all times call on pupils by their name, but will only use first names

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

If the lesson is happening online via Teams/Zoom you will know if it is being recorded as a red circle and the red text 'Recording' will show on your computer screen.

Is the whole recording personal data?

No. Parts of that recording could count as personal data according to data protection laws. Personal data in recordings would include your name, images of you and any opinions you contribute and anything you say about yourself.

Recordings will be stored in line with the GDPR retention timescales and then deleted.

The Trust may share the recordings with the police or other law enforcement agencies, for the prevention or detection of crime.

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 legal obligation to collect the information or the information is necessary for us to meet legal requirements, such as our duty to safeguard pupil (Article 6, 1c)

- It is necessary for us to hold and use the information for the purpose 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.

Complaints

We take any complaints about how we collect and use your personal data very seriously, so please let us know if you think we have done something wrong.

You can make a complaint at any time by contacting our Data Protection Officer, DPO@roselearning.co.uk

You can also complain to the Information Commissioner's Office in one of the following ways: Online: <https://ico.org.uk/concerns> Call: 0303 123 1113 Write to:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire, SK9 5AF

Contact Us

If you have any questions, concerns, or would like more information about anything mentioned in this privacy notice, please contact our Data Protection officer Deborah Temperton at DPO@roselearning.co.uk