



Privacy Notice for Online Live & Pre-recorded Lessons **Pupils & Parents**

Privacy Notice has been written for Online Live & Pre-recorded lessons

In line with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018 (DPA) Healing Multi Academy 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 Healing Multi Academy Trust.

Why are some teaching sessions recorded?

To improve quality and monitor pupil experience of online delivery methods, [Name of School] may record some or all of your online teaching sessions. These recordings will be stored on [state drive recordings are stored within school]. Some recordings will be uploaded onto [Name of online platform i.e. Google Classroom, Class Dojo] (Virtual Learning Platform).

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.

What is the lawful basis of processing personal data in the recorded lesson?

The lawful basis for processing this personal data is legitimate interests. This applies when the data processing is not required by law but is of a clear benefit to the organisation or the individual, there is limited privacy impact on you as the individual and we think you would reasonably expect us to use the personal data in the way that we wish to. The School does not need to ask permission to record the lesson.

Can I opt out of having my personal data recorded?

If the lesson is happening in person and you do not wish to be recorded you should ensure you are not in view of the video camera and you could choose not to speak during that session or ask the teacher to edit out where you spoke. They will consider the reasonableness of this to achieve but are not obliged to do it. If the teaching session is taking place online you have the ability to mute your microphone or turn off your webcam. How are recordings stored and shared? Recordings are stored within [state drive where the recordings will be stored]. Recordings will be stored in line with GDPR data retention timescales and then deleted. If the recordings are downloadable from the Online Learning Platform pupils and parents



must not download them, share them or edit them in anyway. They will remain accessible via the Online Learning Platform so there is no need to download them. The School may share the recordings with the police and other law enforcement agencies, for the prevention or detection of crime.

Where can I get more information?

Healing Multi Academy Trust Data Protection Policy is available on the website. For further information or to make a complaint please contact the Information Commissioners Office: icocasework@ico.org.uk