

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

### **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) Harbour 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 Harbour Learning Trust.

### **Why are some teaching sessions recorded?**

To improve quality and monitor pupil experience of online delivery methods, Healing School – A Science Academy may record some or all of your online teaching sessions. These recordings will be stored on the Healing School file server. Some recordings will be uploaded onto Google Classroom (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 public task. This applies when the data processing is required by law such as our duty to provide your child(ren) with an education. 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 the Healing School file server. 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?

The Harbour Learning Trust Data Protection Policy is available on the website ([www.harbourlearningtrust.com](http://www.harbourlearningtrust.com)). For further information or to make a complaint please contact the Information Commissioners Office: [icocasework@ico.org.uk](mailto:icocasework@ico.org.uk)

