

NORTON CANES HIGH SCHOOL



ONLINE LESSONS

PRIVACY NOTICE DURING COVID

Privacy Notice for Online Lesson Recording

In line with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018 (DPA) Norton Canes High School is your data controller and we process your personal data as a student in compliance with the law. This privacy notice is to inform you how your personal data is used and protected by Norton Canes High School.

Why are some teaching sessions recorded?

To improve quality and monitor student experience of online delivery methods, Norton Canes High School may record some or all of your online teaching session. These recordings will be stored on Microsoft Stream within the school's Microsoft account. Some recordings will be downloaded on to our school network. Teachers sometimes put links to these repositories on the relevant page of the Teams Platform or Satchel One. The recording is made and posted up to enable absent students to access the teaching session, students who attended to re-visit the session and teachers to reflect on the teaching session and plan future teaching sessions accordingly. Depending on how the teaching session is delivered this may include the recording of audio or video of the teachers and / or students.

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

If you are being taught in school and the teaching session is being recorded you will be advised by your Tutor. If the lesson/lecture is happening online via Teams 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. Teachers do not need to ask permission to record the lesson or online session, either in school or if being delivered online.

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 tutor 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. We hope you don't feel the need to do this as your tutors and your fellow students value your contribution to the sessions but you are allowed to do so unless the session is being recorded for assessment purposes and your contribution is being assessed. Your name will show within the Teams session as shown on your school username.

How are recordings stored and shared?

Recordings are stored within Microsoft Stream, a repository within the School's Microsoft environment. Recordings within Microsoft Stream can be shared directly with students or transferred onto the school's network where they will then be available to students. Recordings will be stored in line with GDPR data retention timescales and then deleted. The recordings will be accessible to relevant staff and relevant students. If the recordings are downloadable from the Stream students must not download them, share them or edit them in anyway. They will remain accessible via the shared link until the end of your studies 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?

Norton Canes High School's Data Protection Policy is available on the website. For further information or to make a complaint please contact the Information Commissioner's Office Website <https://ico.org.uk/your-data-matters/> and also in the main Privacy Notice.