

PRIVACY NOTICE (Video and audio recording of 'live lessons')

Under data protection law, individuals have a right to be informed about how the Trust and its schools use any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about **pupils, staff and third parties** in relation to our **video and audio recording of 'live lessons'**.

We, Northern Ambition Academies Trust, are the 'data controller' for the purposes of data protection law.

Our data protection officer is Anastasia Byard (see 'Contact us' below).

The categories of information that we collect, hold and share include:

- Personal details
- Name
- Academy-issued email address (for pupils and staff)
- Video images and audio recordings

Parts of that recording that could count as personal data according to data protection laws would include your name, images of you, any opinions you contribute and anything you say about yourself.

Why we collect and use this information

We use this data:

- To deliver and support pupil learning
- To monitor and report on pupil progress
- To protect pupil and staff welfare
- To assess the quality of our services and IT infrastructure

The recording is made and posted up to enable absent pupils to access the teaching session, pupils who attended to re-visit the session, to safeguard staff and students and for 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 pupils. If third parties inadvertently enter the area where the recording is taking place, their personal data may also be collected.

The lawful basis on which we use this information

We only collect and use personal data when the law allows us to. In this instance, we record video and audio from the live lessons because:

- We need to comply with a legal obligation, namely we are legally required to safeguard pupils and staff and therefore record live lessons to fulfil our health and safety and safeguarding obligations by allowing review of these lessons to identify any safeguarding issues.
- We need it to perform an official task in the public interest, namely to educate pupils during a period of national lockdown when there is an expectation that children still receive high-quality learning opportunities while out of school. Recording the lessons allows any pupil unable to participate 'live' to still experience the lesson and receive adequate educational provision.
- We are processing the data in line with our 'legitimate interests', namely the recording of the lessons is of a clear benefit to the organisation and the individuals, 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.

Collecting information

Lessons are recorded via Google Classroom and uploaded to the Academy Google Drive. Pupils and staff know lessons are being recorded due to the presence of a red square and the word 'recording' in the upper left corner of the screen.

Staff leading the lesson do not need to ask permission to record the online session. If you do not wish to be recorded 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 teachers and your fellow pupils 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.

Storing your data

The recordings will be stored on Google Drive to give staff access if needed. They can only be accessed via a Google Classroom login unique to those with whom they have been shared. Access may be needed for training purposes or to support student and staff safeguarding. They will be deleted by class teachers at the end of the academic year.

Who we share your information with and why

The recordings will be shared with pupils in the class and staff within the Academy who have need to access them for professional and educational purposes.

We do not share video and audio recordings of lessons with any third party without consent unless the law and our policies allow us to do so.

Requesting access to your personal data

Under data protection legislation, you have the right to request access to information that we hold about you or your child. Parents/carers can make a request with respect to their child's data where the child is not considered mature enough to understand their rights over their own data (usually under the age of 12), or where the child has provided consent.

If you make a subject access request, and if we do hold information about you or your child, we will:

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you or your child
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information in an intelligible form

Individuals also have the right for their personal information to be transmitted electronically to another organisation in certain circumstances.

To make a request for your personal information, please contact your school's Business Manager in the first instance.

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance.

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Contact

If you would like to discuss anything in this privacy notice, please contact:

Anastasia Byard
Data Protection Officer

Tel: 01977 664555

Email: dataprotection@northernambition.org.uk

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