

Copleston High School Privacy Notice for Online Lessons

In line with the General Data Protection Regulation (GDPR) and Data Protection Act 2018 (DPA) Copleston High School is your data controller and we process student personal data in compliance with the law. This Privacy Notice is to inform you how your personal data is used and protected by us.

Why are some lessons recorded?

In order to improve and monitor student experience of lessons being delivered online, we may record the online lesson and post it within the meeting on Microsoft Teams. The recording is made and posted to enable absent students to access the lesson, allow students to re-visit the lesson and support teachers in reflecting and planning future lessons. The recordings are a benefit to both the students and the staff and the personal data obtained is used in a way you would reasonably expect. Lessons are also recorded for safeguarding purposes.

How will I know if the lesson is being recorded?

When a meeting is being recorded, a message indicating this is happening will be visible across the top of the Teams meeting, it will remain until dismissed.

Is the whole recording personal data?

No, parts of the recording could count as personal data under the GDPR and DPA. Personal data collected in the recording would include; your name, images of you and any opinions you contribute during the recording and anything you say about yourself.

Can I opt out of having my personal data recorded?

Through the online platforms used, you will have the ability to mute your microphone or turn off your webcam. We hope you do not feel the need to do this as your teachers and fellow students value your contribution to the sessions. You also have the ability to update your name, but please engage with your teacher for guidance so as to ensure that there is an awareness of who is present and absent during the lesson.

How are the recordings stored and shared?

Lessons will be stored for 20 days for Safeguarding purposes. These will only be available to those who were in the lesson.

For more information on how we handle your personal data or to ask any questions, please read our full Privacy Notice or contact us at Mail@copleston.suffolk.sch.uk

January 2021