

Pupil Privacy Notice

Addendum for recording of lessons during COVID-19

This notice supplements our GDPR 365 Privacy Notice which is available on the school website.

Pupils' rights in relation to the processing set out in this addendum can be found in our main Privacy Notice. They include the right of access and rectification. If a pupil or parent has any concerns about our processing of personal data, they should contact our Data Protection Co-ordinator via gpd@abingdonlearningtrust.org.

Providing our pupils with access to high quality remote education is of paramount importance. During the COVID-19 pandemic we may process personal data in additional ways to ensure we are doing everything we can. To do this, this addendum covers the recording of live online lessons. The purpose of recording live online lessons is to enable pupils to catch up on any missed lessons and to enable the school to properly investigate any safeguarding or behaviour issues that arise during these lessons.

The following considerations will be made to ensure personal data of pupils is protected when recording live online lessons:

- Pupils will be reminded that the lesson is being recorded prior to the start of all live lessons and will be informed of their option to leave the lesson
- All recordings will be stored on the school Google Drive and should not be downloaded to teacher or pupil personal devices

When we process pupil personal information in this way, we will always abide by data protection law; namely, the UK General Data Protection Regulation (UK GDPR) and the UK Data Protection Act 2018 (UK DPA 2018).

Our processing will meet the principles laid down in the UK GDPR. This means that we will:

- Only collect and use the minimum amount of information that is necessary for our purpose of providing remote education for pupils
- Make sure that any decisions we make about pupils based on this information are fair and don't discriminate against them
- Only retain this information for as long as necessary. Recordings will not be retained by the school for longer than necessary and will be deleted by the end of the academic term following that in which it was recorded, if not before
- Ensure the security of pupils' personal information by adhering to the procedures laid down in our Data Protection Policy and IT/e-safety policies/user agreements
- Be open and transparent about our processing - through this addendum to our privacy notice and in any communications with pupils/parents.



Under the UK GDPR we must have a lawful basis to process personal data as described above:

Our lawful basis is the one of 'public task', being processing that is necessary for our function as a school/ tasks in the public interest.

Further information regarding privacy and security on the Google for Education learning platform can be found [here](#).