



Addendum COVID 19

February 2021

**On-line Learning Supplementary Privacy Notice
for parents and pupils**



1. Introduction

- 1.1 We are continuously committed to protecting and respecting the privacy of our parents, pupils and our staff regardless of whether our learning environment is onsite or online.
- 1.2 Please read this supplementary privacy notice in conjunction with the Parent Privacy Notice, the Pupil Privacy Notice ('existing notices'). This supplementary notice (together with existing notices) sets out the basis on which any personal data we collect from parents and pupils is handled by us when taking part in virtual learning.

2. Uses made of the information

- 2.1 To ensure that educational content is presented in the most effective manner, and our pupils' online experience is as appropriate as possible, delivery of educational services via on-line platforms will involve the processing of personal data, including in the following contexts:
 - 2.1.1 Pupils participating in live, online, face to face interactive lessons and tutorials with other pupils and teachers;
 - 2.1.2 Pupils participating in live video calls with other pupils and teachers;
 - 2.1.3 Online chat services;
 - 2.1.4 One on one sessions between teachers and pupils in specific cases for example for SEN or for A level tuition;
 - 2.1.5 Pupil to pupil interaction;
 - 2.1.6 Peer review: teachers reviewing other teachers' lessons for quality assurance;
 - 2.1.7 Recordings of the remote classes being made and stored by the academy; and
 - 2.1.8 Recordings being shared between E-ACT academies.
 - 2.1.9 Recordings being shared within the class team context to enable student catchup and support

3. Basis of Processing

- 3.1 The academy's processing of personal data via virtual learning platforms is necessary for its legitimate interests, which in this context includes the following purposes:
 - 3.1.1 To deliver educational services to our pupils and to monitor pupils' progress and educational needs; and
 - 3.1.2 To promote and fulfil the objects and interests of the academy and ensure its efficient management and administration.



4. Third Party Software Platforms

- 4.1 We use third party software platforms including, but not limited to, Microsoft Teams, Google Classroom to facilitate our virtual learning. Please also read the privacy notices and applicable terms and conditions provided by any such third parties. The third party notices will set out the data collection, use and retention for the services they are providing. This notice only sets out how the academy uses personal data for its virtual learning platforms.
- 4.2 Before purchasing third party software platforms, a Data Protection Impact Assessment is completed to ensure that the third party's data protection provision meets UK standard, legal and compliancy practices.
- 4.3 Staff have full training in the safe use of virtual learning platforms prior to commencement.

5. Questions

- 6.1 If you have any questions about this supplementary privacy notice, please contact the trust's Data Protection Officer on DPO@E-ACT.org.uk