



Dear Pupils, Parents/Carers,

As you are aware schools are facing an unprecedented challenge following the outbreak of the Covid-19 in the UK. Schools have had to adapt quickly and consider how best to provide pupils with educational provisions from the safety of their own homes.

Technology is currently the best method to do this with Teachers assigning work and hosting live online lessons with pupils via a hosting platform such as Microsoft Teams or Google Meet. These platforms allow us to create virtual classrooms and give pupils the ability to learn and ask questions. They also have the functionality for teachers to record lessons, so they can be made available to pupils who have missed the session or for pupils to refer to them. The ability to record sessions also enhances the safeguarding protection for our pupils.

The recording functionality means we will be collecting and processing pupil personal data, that has not previously been included in our Pupil Privacy Notice (we are currently in the process of updating this to reflect this change). Under the General Data Protection Regulation (GDPR), Article 6 requires us to have a lawful basis for processing personal data. Our lawful basis for processing this recorded data for pupils is for the performance of a public task, which is to support our pupils learning and to keep them safe.

Pupils who take part in these live online sessions have the choice to have their camera and microphone switched on. Pupils can submit questions via the chat function on these platforms and are not required to speak during the lesson. This would limit the personal data captured during the recordings. Please be assured that recordings will not be made available to other pupils, if the content is not fit for purpose.

Recordings will not be shared to external third parties unless we have a legal requirement to provide this data. (Examples are included in our [Pupil Privacy Notice](#).)

The recordings will be stored for as long as necessary and in accordance with our Record Retention policy.

A full list of your rights can be found in our [Pupil Privacy Notice](#).

If you want to contact us about the above, you can contact our Data Protection Officer, Sonia Pressure via email: dpo@ormistonacademies.co.uk