

Privacy Notice for Online Lesson/Lecture Recording In line with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018 (DPA) for Staff

Outwood Grange Academies Trust (OGAT) is your data controller and we process your personal data as a member of staff in compliance with the law. This privacy notice is to inform you how your personal data is used and protected by OGAT.

Why are online teaching sessions recorded?

OGAT will normally record online lessons for the following reasons:

- To monitor student experience of online delivery methods;
- To safeguard staff and students during online lessons;
- To allow the lessons to be made available to students who were unable to attend live.

These recordings will be stored on Google Drive within the Trust's Google account.

The recording is made and saved to enable absent students to access the teaching session, students who attended to re-visit the session and teachers to reflect on the 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 staff and / or students.

How do I know if the teaching session is being recorded?

If you are the teacher, you will be responsible for beginning the recording of the lesson. If you are a support member of staff you will be advised by the teacher at the beginning of the lesson. You will also know if it is being recorded as a red circle and the red text 'Recording' will show on your computer screen.

Is the whole recording personal data?

No. Parts of that recording could count as personal data according to data protection laws. Personal data in recordings would include your name, images of you and any opinions you contribute and anything you say about yourself.

What is the lawful basis of processing personal data in the recorded lesson?

The lawful basis for processing this personal data is legitimate interests. This applies when the data processing is not required by law but is of a clear benefit to the organisation or the individual, 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.

How are recordings stored and shared?

Recordings are stored within Google Drive within the Trust's Google environment. Recordings within Google Drive are shared with students within that classroom. It is envisaged that recordings will be stored for no more than five years, to allow students to access prior learning up to the end of their learning, and then deleted. If you are unhappy about your recordings remaining available for this period, please speak to your Principal.

The Trust may share the recordings with the police and other law enforcement agencies, for the prevention or detection of crime.