

St. Peter's Catholic Primary School, Winchester

Recordings Privacy Notice

St Peter's Primary School records online lessons and meetings in order to deliver our statutory functions around the provision of education but also in delivery of our safeguarding duties to pupils and staff.

We will use the recording for the purpose of:

- to provide an accessible record of the event for those in attendance and those unable to attend but wishing to access the content;
- monitor attendance and update individual's learning history and/or support individual's professional development;
- assist in the planning of future services and sessions/activity;
- influence future training and "lessons to be learnt" activity;
- undertake statistical analysis; and
- safeguarding our pupils and staff.

Under Article 6(1)(f) of the General Data Protection Regulation (GDPR), the processing is necessary for the purpose of our legitimate interests. A legitimate interest test has been conducted to ensure that this processing does not override your interests or fundamental rights as a data subject.

Under this lawful basis we do not require consent to process information in this way but we are required, through this privacy notice, to ensure you are fully informed of why we are collecting this information and what we will do with it.

We will only share this recording with pupils through making it accessible within Teams.

We use two third-party processors (Microsoft and See-saw) to store recordings of teachers only.

The School takes its data security responsibilities seriously and has policies and procedures in place to ensure the personal data held is:

- prevented from being accidentally or deliberately compromised;
- accessed, altered, disclosed or deleted only by those authorised to do so;
- accurate and complete in relation to why we are processing it;
- continually accessible and usable with backups; and
- protected by levels of security 'appropriate' to the risks presented by our processing.

We will keep the recording for the 7 days, so on a Monday a teacher will delete the previous Monday's video on Teams and Seesaw, otherwise Teams deletes after 20 days.

You have some legal rights in respect of the personal information we collect from you. Please see our website Data Protection page: <https://www.stpetershants.co.uk/data-protection/>

Policies/School Policies/GDPR/Recordings Privacy Notice	1	January 2021
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You can contact the School's Data Protection Officer:
Mr Bill James,
Head of the Teaching School serving the Mother Teresa Partnership;
W.James@st-josephs.hants.sch.uk

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance by contacting the School's Data Protection Officer or you can go directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

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