

PRIVACY NOTICES: ONLINE LEARNING AND LIVE LESSONS

Data Use

During the Covid-19 (Coronavirus) pandemic, we want to ensure that students are able to access a variety of online learning including 'live lessons' which will include a mixture of teaching and instruction and also giving students tasks to complete.

These lessons will be hosted via online video platforms such as Zoom or Microsoft teams. When accessing these platforms, students will need to share some basic personal information in order to use the platform (i.e. name and agreed email address). It is very important that your personal information is kept safe and there are measures in place to ensure this happens.

You can find details on the information required by individual video platforms and their security measures by viewing their privacy notices. Examples of the video platforms used are as below:

Zoom: <https://zoom.us/privacy>

Microsoft Teams: <https://www.microsoft.com/en-gb/microsoft-365/microsoftteams/security>

When students take part in online live lessons, aspects of your personal data (i.e. name and email address) will be shared with third parties such as the above video platforms, which is required in order for these systems to be accessed. These systems relate to our public task to provide pupils with an education.

Safety and Security

We have a number of measures in place to mitigate against the potential misuse of students personal data and to ensure the live lessons are accessed safely. These include:

- All staff hosting 'live lessons' will use their Buckinghamshire College email accounts.
- All students will be required to access our Virtual Learning Environment (Cloud) and/or use their College email account to access live lessons.
- All lessons will be password protected with the access link placed in a secure location.
- Sessions may be recorded by staff. In these instances, students will consent to this recording being made by clicking a button on their screen.
- The 'waiting room' feature will be used by the staff member to allow for a controlled admittance of pupils by the host when ready.
- Users will be identified prior to admittance to the live lesson.
- Staff and students will not share files that could contain viruses or malware.
- Staff will not allow other users to control the screen.
- The live lesson link will be confidential and will be available to members of that course only
- Students will not be allowed to record or take screen shots of the live lessons.

- No 1:1 lessons will take place, groups only (some students might be invited to 1:1 sessions with either learning support or safeguarding)
- Staff and students must wear suitable clothing, as should anyone else in the household.
- Any computers used should be in appropriate areas, and where possible be against a neutral background.
- All language must be professional and appropriate, including any family members in the background.
- Videos may be muted from both pupils and staff if other members of the household become unsettled or cause disruption.

The General Data Protection Regulations (GDPR) The General Data Protection Regulations (GDPR) provide a framework of Articles about the use of personal data. We have included a cross reference to the relevant Articles in the information below. The use of your information for these purposes is lawful for the following reasons:

- We are under a legal obligation to collect the information or the information is necessary for us to meet legal requirements, such as our duty to safeguard pupils. (Article 6, 1c)
- It is necessary for us to hold and use the information for the purposes of providing education and so we can look after our students. This function is in the public interest because everybody needs to have an education. (Article 6, 1e)
- Sometimes we need permission to use certain information. In these circumstances, we will ask you, for permission. (Article 6, 1a)

Concerns

If you have any specific queries or concerns about the data processing required in order for your access live online lessons, then please speak to your teacher in the first instance, and ask them to contact College Data Protection Officer. If necessary, you can contact an outside agency - the Information Commissioner's Office who could also help at <https://ico.org.uk/concerns/>