



ST/KJP  
27<sup>th</sup> January 2021

Dear Students and Parents/Carers,

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

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

The recording functionality means we will be collecting and processing students' 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 students is for the performance of a public task, which is to support student learning and to keep them safe.

Students who take part in these live online sessions are requested to keep their camera switched off, their microphone will be switched off by default. Students can then submit questions via the chat function on these platforms or by putting their 'hand up', the teacher can then allow them to unmute themselves in order to verbally interact. Students are not required to speak during the lesson if they prefer not to which will limit the personal data captured during the recordings. Please be assured that recordings will not be made available to other students 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 require further clarification on any of the above points, please contact our Data Protection Officer, Sonia Pressure via email: [dpo@ormistonacademies.co.uk](mailto:dpo@ormistonacademies.co.uk)

Yours sincerely

Mr Stuart Turnbull  
Principal