

# Online Streaming and Recording Privacy Notice

## Introduction

Highcliffe School seeks to provide the best possible learning for students. The school recognises the use of online and remote education as an important tool to support our students.

These audio and visual recordings could capture some personal data of the teacher and, potentially, of students in the classroom. This notice will give you further information about how your personal data could be used when lessons are live streamed.

## What data will be collected during a teaching session?

During a teaching session the following personal data may be collected:

- Voice
- Image of the teacher
- Actions taken or contributions made (e.g. participation in class discussion)

The software may record personal data of the teacher, student or any other participant attending the teaching session. Where possible, cameras and microphones will be directed at staff or whiteboards delivering the lesson, however a student/image or voice may be inadvertently be captured.

Students have the option to opt-out of being recorded or to ask that their contribution is not included. If you are a student of a teaching session that is being live streamed, and do not wish to be included in the broadcast please let the teacher know before

the start of the session and adjustments will be made accordingly (such as putting in place an agreement that you will raise your hand to signal you would like the audio streaming muted).

All such recordings/streaming will be undertaken in line with the schools Safeguarding policies.

## Who has access to this data? How is it shared?

Access to the live streaming sessions will be managed by teaching staff via the schools Office 365 system, ensuring only enrolled students have access to the lessons. Any recordings of the live streaming will have the same access arrangements in place. Such videos/streaming will not be shared outside of the organisation.

## Data processors

We use Microsoft Office 365 to provide the lesson streaming/recording service. In providing this service, Microsoft Office 365 comply with all data protection obligations that apply to data processors. They will act on our instructions, hold data securely, and retain it for the period we instruct.

## What is our lawful basis for processing your information?

Lesson broadcast is deemed to be in the legitimate interests of the school's educational objectives in providing the best possible education to students.

## How long will this data be kept?

Any lesson recordings will be kept and stored as above during your time as a student in the school, after which point, they will be erased.

## How we transfer your personal information outside Europe

Data is stored on our behalf by Microsoft 365 within the United Kingdom.

## Automated decisions we take about you

We do not make automated decisions using this information.

## Contact details

If you require any further information about this privacy notice please [email office@highcliffeschool.com](mailto:email.office@highcliffeschool.com)

For general information on your data protection rights and for other information about data protection at Highcliffe School, you can find out more information in our [policies](#)

## Changes to this notice

This privacy notice was last updated in October 2020. The latest version of this notice will be made available on the school website.