



Virtual Events Protocol and Privacy Notice

- Supervise your child's internet use and online learning – make sure you are aware of what they have been asked to do and the websites they need to access.
- Ensure you have appropriate filtering in place - <https://www.saferinternet.org.uk/advice-centre/parents-and-carers/parental-controls-offered-your-home-internet-provider>
- Make sure you know who your child is talking to or messaging.
- If someone calls to speak to your children – check that you know who they are, speak to the member of staff yourself before your child talks to them, stay in the room while your child is on the phone.

Guidelines for All Video Calls and sessions

When signing in for a Zoom or Teams meeting / event, your child will need to do so with their first name and initial of surname. This will allow us to identify who it is before admitting them to the meeting.

The times of all video calls and events will be sent to you on email, via text, on Seesaw or Tapestry. Links should not be shared via email to anybody else to prevent unauthorised access.

Microphones should be muted before you join the call and not unmuted unless asked to do so.

If children want to share comments during a meeting, they must raise their hand so the teacher knows they would like to contribute.

- The parent or carer must make sure their child and other members of the household are aware the video call is happening and one adult must be in the same room when the video call is taking place. The adult can be off camera.
- Staff, children and other members of the household must wear suitable clothing
- Devices used should be in appropriate areas, for example, not in bedrooms; and where possible be against a neutral background.
- Language must be professional and appropriate, including any family members in the background.
- The same expectations apply for remote teaching and conversations as normal school conduct.
- Staff will only ever video call a pupil with prior agreement with parents and the Head of School or SLT. This will always be at a pre-arranged time.
- By joining the meeting parents are agreeing to the session being recorded and saved onto the school area. This will be available to watch through the Teams App for 30 days.
- Wherever possible 'live' events will be recorded by school staff and stored on our school drive so that if any issues were to arise, the video can be reviewed. Only school staff will have access to this and they will be deleted after 30 days if no issues arise.
- The video will be available to all children in the year group at the scheduled time and for a further 30 days if they are unable to attend, via the Teams App.
- Parents and children must not record events or share the session on any social media platform.
- If the teacher has any concerns about children (or other members of the household) using unsuitable language, dress, location, the conversation will be ended and concerns will be recorded and passed to the Head of School or Senior Leader.



- Parents should call the school Designated Safeguarding Leads on the normal school number in the event of a safeguarding concern arising during the call.

Contact the school if you have any questions or concerns.

Privacy Notice

South Avenue Primary School is committed to protecting your privacy. This privacy notice explains how we collect, use and share your personal information, and your rights in relation to the personal information we hold.

This privacy notice concerns students and members staff present as well as any accidental image capture of other household members and visitors in sessions being recorded via Teams and Zoom.

South Avenue Primary School is the controller of personal information, and is subject to the Data Protection Act 2018 (DPA) and the General Data Protection Regulation (GDPR).

We may collect, use and share your personal information as outlined in this policy in order to enable students to review recordings at a later time as an aid to learning or as part of a safeguarding or complaint enquiry.

What information we hold

The personal information that we collect, hold and share includes video footage of faces, dialogue and activity.

Why we hold your information

We use personal information to:

- Enable pupils to review lesson footage at a later time, convenient to family life and as an aid to support learning.
- Support with any safeguarding or complaint enquiry.
- Comply with the law regarding data sharing

The lawful basis for using this information

Under GDPR, we are able to process information on certain legal grounds. In the case of student information, we collect and use information under the basis of Public Task. We deem the recording of this personal data as necessary, appropriate and proportionate for the purposes it is being recorded.

Collecting personal information

The majority of personal information you provide to us is necessary for us to continue with our home learning offer. This offer includes enabling pupils who are unable to take part in our live sessions, the ability to review footage at a later date. This personal information will also be used in the event of a safeguarding enquiry or a complaint about a member of staff. Refusal



to supply such information may mean that we are unable to provide the home learning offer which includes enabling pupils to review at a later date and also the one to one and small booster group sessions. However, if you have a reason to object to the collection of this data, please inform the teacher at the start of the lesson.

Pupils will be reminded at the beginning of each recorded lesson that the recording is taking place and will have the opportunity to turn off their camera if they do not wish to be recorded.

Storing personal information

We store personal information securely and in line with our Data Protection Policy and associated procedures.

We hold information collected via Teams and Zoom, securely on our servers for a maximum of 30 days after collection.

Who we share personal information with

We do not share information collected via Teams and Zoom with third parties unless it is necessary and in line with the lawful basis for processing listed above, or with the consent of the persons concerned. Where data is routinely shared, a data processing agreement will be established to ensure the protection of all parties' information.