

PRIVACY NOTICES: ONLINE LEARNING & LIVE LESSONS

DATA USE:

During the COVID-19 (Coronavirus) pandemic, we want to ensure that all students are able to access a variety of online learning including the '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, pupils and/or parents 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 that 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
- Microsoft teams
- Skype

If you/ your son/daughter chooses to take part in online live lessons, aspects of your/your son/daughters 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 students with an education. However, if you would prefer for your child not to access these systems, please let their lecturers know and an alternative will be arranged.

Safety & Security

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

These include:

- Students/Parents/Carers may withdraw permission, in writing, at any time
- All staff hosting 'live lessons' will use their College email accounts
- All students/parents will be required to use an agreed email account to access live lessons
- All lessons will be password protected with the access link sent separately from the password where possible
- There will be no recording of video, or chat
- The 'waiting room' feature will be used by the staff member to allow for a controlled admittance of students 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 sent to invitees only
- Students and staff will not be allowed to take screen shots of the live lessons
- No 1:1 lessons will take place, group lessons only will be facilitated
- Staff and students must wear suitable clothing, as should anyone else in the household
- Any computers used should be in appropriate areas, for example not in bedrooms: and where possible against a neutral background
- All language must be professional and appropriate, including any family members in the background
- Videos may be muted from both students and staff if other children in the household become unsettles, or cause disruption

The Data Protection Act 2018

The Data Protection Act 2018 provides 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/your son/daughter's 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 the College to meet its legal requirements, such as our duty to safeguard students.
 - **(Article 6 & 1c)**
- It is necessary for the College to hold and use the information for the purpose of providing learning 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 the College requires permission to use certain information, in these circumstances, the College will ask you/your child for permission. **(Article 6, 1a)**
- If you give your consent, you may change your mind at any time.

Concerns

If you have any specific queries, or concerns about the data processing required in order for your child to access live online lessons, then please speak to your lecturer in the first instance and then to contact the College Data Protection Officer, who will arrange for you to receive reply to the questions raised in respect of what the College does with your/your child's information.

If necessary, you can contact the Information Commissioner's Office who could also help <https://ico.org.uk/concerns/>

Consent

You may change your mind in relation to any of the consents that you have provided at any time. This includes withdrawing your consent to anything that you have agreed to here.

You can refuse to provide your consent for your son/daughter to access online live learning lessons. You do not have to provide reasons for this and it will not affect your child's place at the College, or their access to alternative online learning resources. If you wish to provide additional information we will use this to understand any concerns that you have and take appropriate steps, where necessary.

If at any point you decide to withdraw your consent to have your son/daughter access lessons with teaching staff via Zoom, or Microsoft Teams, or otherwise amend your position, please write to info@macclesfield.ac.uk