

## **Privacy notice – Filtering and Monitoring School Systems**

**Our internet and online systems are used to support teaching and learning, pastoral and wellbeing, financial and personnel issues.**

To do this we have to be mindful that staff, pupils, volunteers, and visitors may access the internet to undertake tasks.

We have an obligation to put in place suitable Filtering and Monitoring systems, these will apply to our devices, whether used on site or off site. Filtering and Monitoring will also apply to personal devices that access our internet connection on the site.

Filtering is the safety measure designed to restrict and control the content which can be accessed by staff, pupils, volunteers, and visitors.

Monitoring concerns the review of user activity on the school's network to promote the safeguarding of staff, pupils, volunteers, and visitors.

### Management of Data

We will use third party systems to manage the Filtering and Monitoring obligations that are Department for Education requirements and are set out in Keeping Children Safe in Education and are part of the wider safeguarding standards that are mandatory.

The records will be retained for only as long as is necessary. However, there may be instances where elements need to be retained for a longer period if there are safeguarding concerns.

This data will be processed as part of a Public Task with a Legal Duty to implement the systems and procedures.

### What do we do with the data?

The data will be reviewed internally by suitably appointed Safeguarding and IT professionals. There may be occasions when it is necessary to share material with third parties such as the police, social care or health professionals. Sometimes this can be done without any notification to the person or person who have been the source of the concerns.

If matters need to be raised with individuals this will be done according to our wider data protection, safeguarding and employee policies as is appropriate.

### **What will it be used for**

We use this data to help run the school, including to:

- Get in touch with you and your parents when we need to and to deal with emergencies that you are involved in
- Check how you're doing in exams and work out whether you or your teachers need any extra help
- Provide reports and additional information to your parents/carers
- Make sure everyone is treated fairly and equally
- Track how well the school as a whole is performing
- Look after your wellbeing, health or social needs and to keep you and everyone at the school safe and secure

There may also be circumstances where we need to use your information in relation to legal claims or to protect your vital interests and where you are unable to provide consent. For

example in a serious accident where it is a matter of life or death. **The lawful basis on which we use this information**

Foxwood Academy holds the legal right to collect and use personal data relating to pupils and their families, and we may receive information regarding them from their previous school, Local Authority and/or Department of Education. We collect and use personal data in order to meet legal requirements and legitimate interests set out in the GDPR and UK law, including those in relation to the following:

- Article 6c of the GDPR: *Processing is necessary for compliance with a legal obligation to which data controller is subject;*
- Article 9g of the GDPR: *For substantial public interest on legal basis;*
- Education Act 1996: The school is required to share pupils' data with the DfE on a statutory basis. Foxwood Academy is required by law to provide information about our pupils to the DfE as part of statutory data collections, such as the school census under the Education Act 1996.

We will only collect and use your information when the law allows us to. Most often, we will use your information where:

- We need to comply with the law
- We need to use it to carry out a task in the public interest (in order to provide you with an education)

Sometimes, we may also use your personal information where:

You, or your parents/carers have given us permission to use it in a certain way

We need to protect your interests (or someone else's interest)

Where we have got permission to use your data, you or your parents/carers may withdraw this at any time. We will make this clear when we ask for permission, and explain how to go about withdrawing consent.

Some of the reasons listed above for collecting and using your information overlap, and there may be several grounds which mean we can use your data.

### **How long will we keep it**

We will keep personal information about you while you are a pupil at our school. We may also keep it after you have left the school, where we are required to by law.

### **How will we store it**

In accordance with the GDPR, the school does not store personal data indefinitely; data is only stored for as long as is necessary to complete the task for which it was originally collected. Full details of data retention lists may be obtained from the Data Protection Officer.

### **Will it be shared with others**

We do not share personal information about you with anyone outside the school without permission from you or your parents/carers, unless the law and our policies allow us to do so.

Where it is legally required, or necessary for another reason allowed under data protection law, we may share personal information about you with:

- Our local authority

- Other local authorities – when you change school or move out of the area
- The Department for Education (a government department)
- Your family/carers
- Educators and examining bodies
- Ofsted
- Our Suppliers and service providers – like Nottingham City Catering
- Survey and research organisations
- Our auditors
- Health authorities
- Security organisations
- Health and social welfare organisations
- Professional advisers and consultants
- Police forces, courts, tribunals
- Professional bodies

### **Your data protection rights**

For more information about how data is collected, stored, used, and protected, please see our data protection policy which can be found on our website.

You will find details about your rights and how to access data we hold, and what to do if you are not satisfied or wish to complain.