Privacy Notice – Filtering and Monitoring School Systems

Our internet and online systems are used to support safeguarding, teaching and learning, pastoral and wellbeing, financial and HR practice and procedures.

To do this we have to be mindful that staff, children, 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 this site.

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

Monitoring concerns the review of user activity on the school's network to promote the safeguarding of staff, children, 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 12 months on a rolling process. 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 appointment 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?

- To check that our filtering and monitoring systems are robust and preventing access to inappropriate material
- To ensure that we are keeping children and adults safe from online risks
- To review our safeguarding policies and practice

How long will we keep it?

12 months on a rolling programme.

In the event of a serious safeguarding concern it may be that we need to keep this data longer in order to ensure that the appropriate authorities can conduct any investigations to keep children and adults safe.

How will we store it?

We expect most of the records will be stored electronically on the school's network.

Will it be shared with others?

The data may be shared as part of safeguarding and data protection reviews by Transform Trust.

In the event of any investigation which may place a child or adult at risk of harm, the data may be shared under the Working Together to Safeguard Children.
https://www.gov.uk.government/publications/working-together-to-safeguard-children--2

Your data protection rights

For more information about how data is collected, stored, used and protected, please see the Trust's 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.