



# Bishop Chadwick

## Catholic Education Trust

### **Bishop Chadwick Catholic Education Trust Privacy Notice – Remote Learning March 2025**

Review Date: March 2027

## **1. Pupil and Parent Privacy Notice**

The Bishop Chadwick Catholic Education Trust is committed to keeping your personal information safe and secure.

This notice is intended to provide information about how the Trust (and associated schools) will use or “process” personal data relating to remote learning/live streaming of lessons.

There may be occasions where lessons need to be live streamed via an online platform such as Microsoft Teams. It’s important you understand how we collect and process your personal data for this purpose.

We take the security of your data very seriously. We have internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused, or disclosed and is not accessed except by its employees and service providers in the performance of their duties.

If you find this privacy notice difficult to understand, you can ask your parents or another adult such as your teacher to help you understand it.

## **2. Responsibility for Data Protection**

The Bishop Chadwick Catholic Education Trust is the data controller for personal information held by the schools within the Trust and is registered with the Information Commissioner’s Office (ICO), registration number ZA179577.

The Data Protection Officer, Sarah Burns, is responsible for ensuring that the Bishop Chadwick Catholic Education Trust complies with the Data Protection Law. Sarah can be contacted at [BCCET\\_DPO@data2action.co.uk](mailto:BCCET_DPO@data2action.co.uk).

The Headteacher in each school is responsible for ensuring that their school complies with the Trust’s policies and procedures in relation to Data Protection.

We take the security of your data seriously. We have internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused, or disclosed.

## **3. The personal data we hold**

Bishop Chadwick Catholic Education Trust has carefully assessed and selected a Remote Learning Platform that upholds the highest of standards with regard to the security and protection of our pupils and their personal data.

This Privacy Notice describes the types of personal data that may be collected and processed during remote lessons, the lawful basis for this, how the data may be shared, where it may be stored and for how long. We also detail how you may exercise

your rights as a data subject, should you wish to do so.

The following personal data may be collected and processed during remote lessons:

- User login/email address as provided by school
- Name of pupil (audio and/ or written)
- Personal information provided by the pupil (or parent) in direct relation to the lesson topic and in response to any questions that may be set by the teacher for engagement and learning purposes.
- Video footage of the pupil
- IP address

This list is not exhaustive.

Microsoft Teams is used by the school to delivery remote learning. From time to time, other platforms may be used to ensure the most accessible and effective way to deliver lessons is achieved. Where the platform stores personal data outside of the UK or EEA, specific controls and agreements are in place to protect data both during transit and also at rest.

Further information about how each platform protects your personal data can be found on their respective websites.

#### **4. Why we use this information**

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

- provide you with an education including extra-curricular activities
- look after your wellbeing and to safeguard our pupils' welfare providing appropriate pastoral care
- monitor pupils' progress and educational needs

#### **5. Use of personal data for marketing purposes**

Where you (parents/ carers) have given us consent to do so, we may send you information by email or text promoting school events, campaigns, charitable causes or services that may be of interest to you. This may include relevant and appropriate information about fundraising events held by the school or other local charities, or information about local commercial or not for profit services such as holiday clubs, child-friendly activities or other children's services.

You can withdraw consent or 'opt out' of receiving these emails and/or texts by contacting the school office.

## 6. The legal basis on which we process this information

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 (in meeting the statutory duties placed upon us)
- We need to use it to carry out a task in the public interest (to provide you with an education)

Sometimes, we may also use your personal information where:

- You, or your parents/carers have given us permission (consent) to use it in a certain way
- We need to protect your or someone else's vital interests (protect your life)
- There is a legitimate interest and personal information is used in a manner which you would reasonably expect

Where we have received permission (consent) 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.

## 7. Safeguarding and maintaining high standards of education

It is a statutory requirement that all schools ensure the safeguarding of their pupils and that they continue to deliver high standards of education during school closures and where pupils are required to self isolate. We take these obligations very seriously and as such, we may record remote lessons which may include pupil voices and visual video footage as well as written personal data via the chat functionality.

Wherever possible, pupils will be notified at the start of each lesson as to whether the lesson will be recorded. The school has set out their behavioural standards which each pupil/parent must adhere to at all times and can be found on your individual school website **[attach a link to the behaviour standards for each school]**.

## 8. Storing information

The lesson recordings will be stored in the Trust's Microsoft 365 portal, which can only be accessed by authorised personnel. On occasion, where it is deemed necessary for the provision of high-quality learning, teachers may share the recording with those pupils from within the lesson class. Where there is a safeguarding matter, the recorded lesson will not be shared with any other party other than those authorised as being deemed necessary for the purposes of managing the safeguarding matter.

Lesson recordings will be stored for a period of up to 12 months, after which they will be securely deleted, unless they are subject to an ongoing safeguarding issue and it is deemed necessary to be retained for a longer period to allow the matter to be effectively resolved.

## **12. Your rights over your information**

You have a number of rights over how your personal data is used and kept safe, including the right to:

- Ask to access your personal data, known as a Subject Access Request
- Say that you do not want it to be used if this would cause, or is causing, harm or distress
- Say that you do not want it used to make automated decisions about you (decisions made by a computer or machine, rather than by a person)
- Have it corrected, deleted or destroyed if it is wrong, or restrict our use of it
- You may also ask us to send your personal information to another organisation electronically in certain circumstances.

To exercise any of these rights, please contact us at **XXXXXXXXXX** (insert school/Trust contact details).

## **13. Contact us**

Should you wish to exercise any of your rights or should you have any questions, concerns, or you would like more information about anything mentioned in this Privacy Notice, please contact our the school at **XXXXXX** (add in school/trust contact details). Alternatively you can contact our Data Protection Officer Sarah Burns, via [BCCET\\_DPO@data2action.co.uk](mailto:BCCET_DPO@data2action.co.uk).

## **14.Complaints**

We take any complaints about our collection and use of your personal information very seriously. If you think that our collection or use of personal information is unfair, misleading, or inappropriate, or have any other concern about our data processing, please raise this with the school direct or with our DPO in the first instance.

Alternatively, you can make a complaint to the Information Commissioner's Office:

Information Commissioner's Office,  
Wycliffe House,  
Water Lane,  
Wilmslow,  
Cheshire,  
SK9 5AF

<https://ico.org.uk/concerns/>  
Call: 0303 123 1113