

PRIVACY NOTICE – MS Teams Meetings

Heathfield Community College handles personal information about its staff and governors and is a ‘data controller’ for the purposes of the GDPR (2018) and the Data Protection Act (2018).

WHY ARE WE USING MS TEAMS TO SHARE PERSONAL DATA?

To improve the effectiveness and efficiency of the College whilst in lockdown.

To meet the government’s requirements for face to face contact between teachers and some students.

WHAT IS THE LEGAL REASON WHY WE ARE DOING THIS?

- This is a public task and is in the public interest that we try to better meet the education and mental health needs of students.
- We have your explicit consent for participating in video conferencing

WHAT INFORMATION DO WE COLLECT DURING THESE MEETINGS?

- The images, voices and opinions of active participants are shared during the live meeting
- Meeting minutes will be taken, recorded & shared by teachers to improve learning.

HOW DO WE STORE YOUR DATA AND FOR HOW LONG?

Live meetings are ephemeral. No video recordings are taken. Meeting minutes are kept & stored in the normal way and they are deleted in line with the College Data Retention Schedule, which can be found on the College website Data Protection page - http://www.heathfieldcc.co.uk/?page_id=1595711.

DO WE SHARE DATA FROM THE MEETING?

- No video recordings are taken. Meeting minutes will be shared by teachers to improve learning
- All safeguarding related issues will be recorded and shared according to college Safeguarding policies. Data may be shared with legal authorities if we are required to do so by law.

TRANSFERRING DATA INTERNATIONALLY

- No - personal data shared during these meetings will never be transferred out of the UK UNLESS the data relates to a student who is moving to attend school abroad. In this case, data will only be shared with a new school with the consent of the student / their parents.

WHAT ARE YOUR RIGHTS?

You have the right to:

- refuse consent for the use of your image / voice / opinions in the way described above
- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed;
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the ICO at <https://ico.org.uk/concerns/>

HEATHFIELD COMMUNITY COLLEGE DATA PROTECTION OFFICER CONTACT INFORMATION

The Head Teacher / Data Protection Lead

Heathfield Community College

Cade St

Heathfield

East Sussex

TN21 8RJ

Tel: 01435 866066

Data Protection Officer contact details: Peter Questier, Children’s Services, East Sussex County Council. In the first instance you should contact the Data Protection Lead at the address above.