

Privacy Notice for Online Learning and Virtual Meetings and Events

Under data protection law, individuals have a right to be informed about how the school uses any personal data that we hold about them. We comply with this right by providing privacy notices to individuals where we are processing their personal data.

We, WMG Academy for Young Engineers, are the 'data controller' for the purposes of data protection law. Our data protection officer is School DPO Services, Warwickshire Legal Services (see 'Contact us' below).

The Scope of this Privacy Notice

This privacy notice should be read alongside other relevant privacy notices which are published on the WMG Academy website. This privacy notice only considers the following situations:

- Online learning and livestream lessons
- Online meetings, including staff meetings, parent/carer meetings, governors' meetings and guidance meetings for prospective students
- Online events, including virtual open days, webinars and employer engagement workshops
- Other virtual events on behalf of or in the name of WMG Academy.

During the COVID-19 pandemic, WMG Academy has adapted its working practices to enable all activities to be completed remotely and virtually. At times, this includes all activities throughout periods of enforced closure and at other times, this may be a blended approach.

Online learning and remote working practices have been developed to enable learning to continue from home and to ensure that all students have continued access to education.

Where do online activities take place?

WMG Academy uses Google Suite to facilitate online activities. This includes, but is not limited to, Google Classroom, Google Meet and Gmail. At times, it may be necessary to use another online platform such as Microsoft Teams, Zoom or Skype.

Online platforms' privacy notices:

- Google - <https://policies.google.com/privacy?hl=en-US>
- MS Teams – <https://www.microsoft.com/en-gb/microsoft-365/microsoftteams/security>
- Zoom – <https://zoom.us/privacy>
- Skype - <https://support.skype.com/en/skype/all/privacy-security/>

Safety and Security

We have a number of measures in place to mitigate against the potential misuse of participants' personal data and to ensure the online activities are accessed safely. These include:

- Students/Parents/Carers may withdraw permission, in writing, at any time
- All staff hosting online activities will use their WMG Academy user accounts and WMG Academy devices
- All students will be required to use their WMG Academy user account to access live lessons
- The 'waiting room' feature will be used by the staff member to allow for a controlled admittance of pupils by the host when ready
- Users will be identified prior to admittance to the live lesson, particularly where this involves guest lecturers or employer partners who do not have a WMG Academy user account
- 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
- Staff and children must wear suitable clothing, as should anyone else in the household.

Recording Online Activities

It is not common practice to record any online activities. Where it is necessary to record an online activity, all participants will be informed prior to the recording beginning and the opportunity to opt out will be given. Where recording does take place, the recording will not be shared outside of WMG Academy and will not be used for quality assurance or other management purposes. Recordings will only be used to enable those unable to attend to catch up with any content delivered.

Our legal basis for using this data

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.

The use of 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 us to meet legal requirements, such as our duty to safeguard pupils (**Article 6, 1c**)
- It is necessary for us to hold and use the information for the purposes of providing schooling and so we can look after our pupils. This function is in the public interest because everybody needs to have an education (**Article 6, 1e**)
- Sometimes we need permission to use certain information. In these circumstances, we will ask you/your child, for permission (**Article 6, 1a**)
- If you give your consent, you may change your mind at any time.

Parents and pupils' rights regarding personal data

Individuals have a right to make a '**subject access request**' to gain access to personal information that the school holds about them.

Parents/carers can make a request with respect to their child's data where the child is not considered mature enough to understand their rights over their own data (usually under the age of 12), or where the child has provided consent.

Parents also have the right to make a subject access request with respect to any personal data the school holds about them.

If you make a subject access request, and if we do hold information about you or your child, we will:

- Give you a description of it

- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you or your child
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information in an intelligible form.

Individuals also have the right for their personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request please contact our data protection officer.

Other rights

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe, including the right to:

- Object to the use of personal data if it would cause, or is causing, damage or distress
- Prevent it being used to send direct marketing
- Object to decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- Claim compensation for damages caused by a breach of the data protection

regulations. To exercise any of these rights, please contact our data protection officer.

Complaints

We take any complaints about our collection and use of 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 us in the first instance.

To make a complaint, please contact our data protection officer (see 'Contact Us').

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

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our **data protection officer**:

School DPO Service
Warwickshire Legal Services
Warwickshire County Council
Shire Hall
Market Square
Warwick
CV34 4RL. Tel: 01926 412 859

Email: schooldpo@warwickshire.gov.uk

Louise Green / Graham Jacklin
Data Protection Leads
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