

MAIDSTONE GRAMMAR SCHOOL FOR GIRLS

ONLINE LEARNING SUPPLEMENTARY PRIVACY NOTICE FOR PARENTS, STUDENTS AND STAFF

1 INTRODUCTION

1.1 We are continuously committed to protecting and respecting the privacy of our parents, students and staff regardless of whether our learning environment is onsite or online. We may consider it necessary or desirable to provide online education via Google Suite for Education platform.

1.2 Please read this supplementary privacy notice in conjunction with the Staff Workforce Privacy Notice, the Pupil Privacy Notice, the School's Image Consent Form responses and the School's Protocol for Remote Learning ("Existing Notices"). This supplementary notice (together with the Existing Notices) sets out the basis on which any personal data we collect from parents and students is handled by us when taking part in remote education.

2 USES MADE OF THE INFORMATION

2.1 To ensure that educational content is presented in the most effective manner, and our students' online experience is as appropriate as possible, delivery of educational services via Google Suite for Education platform will involve the processing of personal data, including in the following contexts:

2.1.1 students participating in live, pre-recorded online, face-to-face interactive lessons and tutorials with other students and teachers;

2.1.2 students participating in live video calls and tutorials with other students and teachers;

2.1.3 one-on-one sessions between teachers and students in specific cases for example for SEN, or for A-Level tuition;

2.1.4 student to student interaction;

2.1.5 peer review: teachers reviewing other teachers' lessons for quality assurance; and

2.1.6 recordings of the remote classes being made by the School and stored on the school Google Drive Cloud storage platform. Please see the [protocols for remote learning](#).

3 BASIS OF PROCESSING

3.1 The School's processing of personal data via the Google Suite for Education platform is necessary for its legitimate interests, which in this context includes the following purposes:

3.1.1 to deliver educational services to our pupils and to monitor pupils' progress and educational needs as well as adhering to current Government legislation for remote learning in schools;

3.1.2 to promote and fulfil the objects and interests of the School and ensure its efficient management and administration; and

3.1.3 to safeguard our children's welfare and provide appropriate pastoral care whilst they are taking part in remote education.

3.2 Some of this activity undertaken via Google Suite for Education platform the School will need to carry out in order to fulfil its legal rights, duties or obligation – including those under a contract with its staff, or parents of pupils.

4 THIRD-PARTY SOFTWARE PLATFORMS

4.1 We use Google Suite for Education platform, to facilitate our online learning; please also read the privacy notices, and applicable terms and conditions, provided by Google which sets out the data collection, use, and retention for the service they are providing. This notice only sets out how the School uses personal data for remote learning via Google Suite for Education platform.

https://workspace.google.com/terms/education_privacy.html

5 HOW LONG WE KEEP PERSONAL INFORMATION

5.1 The Recordings shall be retained by the School for 12 months, in accordance with the [protocol for remote learning](#). .

6 QUESTIONS

6.1 If you have any questions about this supplementary privacy notice, please contact the School's Data Protection Officer.

7 CHANGES TO THIS POLICY

7.1 The School reserves the right to update this supplementary notice at any time. You will be notified of any material change.

8 HISTORY LOG

Last revised	Revised by	Ratified by governors	Next review date	Timescale
February 2021	Anne Swift		August 2021	tbc