

 The logo for Ruislip High School, featuring a vertical bar with three colored segments (blue, grey, green) to the left of the text 'Ruislip High School'.	March 2021  Addendum to data privacy notice for students, staff and parents
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### **Zoom recordings**

The global pandemic of 2020-21 and the requirement for schools to transfer to 'remote learning' has resulted in some lessons, tutorials and educational interventions (eg. mentoring sessions) being conducted via Zoom. This is the school's preferred video meeting platform.

Under the 'public interest criterion', the school reserves the right to take recordings of live lessons, virtual tutorials and other sessions for the following purposes:

- To act as a safeguarding control for both students and staff;
- To assist with the school's internal quality assurance process and the professional development of staff;
- To assist with the subsequent investigation of any behaviour concerns.

The recording of live lessons and tutorials are not primarily being taken in order to enable students to catch up on missed sessions. There is a clear expectation that students attend these events in real time, just as if they were physically in school.

All 'live lessons', tutorials and one-to-one sessions will be recorded as a matter of routine. Zoom clearly indicates a recording is taking place.

The school has set out clear protocols for students and staff surrounding such sessions. These protocols cover such issues as where participation in live events should take place, clothing, standards of acceptable language and behaviour etc

All Zoom meetings may be subject to unannounced drop-ins from a member of the Senior Leadership Team. Recordings may also be subject to 'spot checking' by a member of the Senior Leadership team to ensure appropriate standards of conduct are being adhered to by all present.

All recordings will be kept as part of Google Drive and will be subject to automatic deletion six calendar months after the date of recording. School Leadership and the local IT team reserve the right to access any recording kept on a member of staff's individual Google area.

If safeguarding or behaviour concerns have been expressed about the session and are unresolved at the date of deletion, a copy of the recording will be downloaded and kept until the concern or complaint has been resolved. The provisions of the IRMS data retention toolkit (available via [www.vlt.org.uk](http://www.vlt.org.uk)) will be deemed to apply in such cases.

Staff must not share recordings of any sessions with students, parents or other staff without approval from a member of the Senior Leadership Team.

Students, staff and parents are explicitly prohibited from recording, photographing or taking a screenshot of the Zoom session. Staff or students found to be doing so may be subject to behaviour or disciplinary sanctions.