

## MICKLEOVER PRIMARY SCHOOL

### Privacy notice – Filtering and Monitoring School Systems

**Our internet and online systems are used to support teaching and learning, pastoral and wellbeing, financial and personnel issues.**

To do this we have to be mindful that staff, pupils, volunteers, and visitors may access the internet to undertake tasks.

We have an obligation to put in place suitable Filtering and Monitoring systems, these will apply to our devices, whether used on site or off site. Filtering and Monitoring will also apply to personal devices that access our internet connection on the site.

Filtering is the safety measure designed to restrict and control the content which can be accessed by staff, pupils, volunteers, and visitors.

Monitoring concerns the review of user activity on the school's network to promote the safeguarding of staff, pupils, volunteers, and visitors.

#### **Management of Data**

We will use third party systems to manage the Filtering and Monitoring obligations that are Department for Education requirements and are set out in Keeping Children Safe in Education and are part of the wider safeguarding standards that are mandatory.

The records will be retained for – 120 Days. However, there may be instances where elements need to be retained for a longer period if there are safeguarding concerns.

This data will be processed as part of a Public Task with a Legal Duty to implement the systems and procedures.

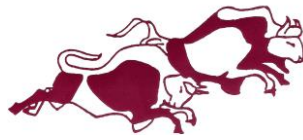
#### **What do we do with the data?**

The data will be reviewed internally by suitably appointed Safeguarding and IT professionals. There may be occasions when it is necessary to share material with third parties such as the police, social care or health professionals. Sometimes this can be done without any notification to the person or person who have been the source of the concerns.

If matters need to be raised with individuals this will be done according to our wider data protection, safeguarding and employee policies as is appropriate.

#### **What will it be used for**

- To identify risks
- Enable early interventions
- Promote responsible cyber use
- Protect pupils from online dangers
- Raise awareness of the need to be safe



### **How long will we keep it**

Logs for the Filtering and Management platform are kept for 120 days and all Monitoring logs are kept for 365 days. Some logs are kept longer in the event of a safeguarding investigation.

### **How will we store it**

All data will be stored on their corresponding platforms available in log format, clear text and images. Any exported logs will be stored on the school's network securely whilst investigations take place.

### **Will it be shared with others**

Member of staff who deal with Safeguarding, Senior Management Team, IT Support Team and L.E.A.D. IT Services the schools IT Support Provider.

### **Your data protection rights**

For more information about how data is collected, stored, used, and protected, please see our data protection policy which can be found on our website.

You will find details about your rights and how to access data we hold, and what to do if you are not satisfied or wish to complain.