

## 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 out 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 – 12 months. 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**

- Safeguard pupils, staff and visitors by identifying access to harmful, illegal, or inappropriate content.
- Detect welfare concerns, including indicators of self-harm, bullying, radicalisation or abuse.
- Ensure compliance with the school's Acceptable Use Policies.
- Support investigations into safeguarding, behaviour or security incidents.
- Maintain the security and integrity of the school's IT systems.

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

We will retain Filtering and Monitoring data for **12 months**, unless:

- our provider's standard retention period differs, **or**
- safeguarding, legal, or disciplinary investigations require retention for longer.

In such cases, data will be kept only for as long as necessary and in accordance with our retention schedule.

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

Data will be stored:

- securely within our filtering/monitoring provider's systems,
- protected by encryption and access controls,
- accessible only to authorised staff with safeguarding and IT responsibilities.

Any data exported for investigation will be stored on secure school systems following our data protection policy.

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

Where necessary and proportionate, data may be shared with:

- the Police
- the Local Authority (including social care)
- health or mental-health professionals
- external safeguarding partners
- IT security providers (where technical incident response is required)

Data will only be shared where there is a lawful basis and a clear safeguarding, legal, or operational need.

## **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.