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## Privacy Notice – Filtering and Monitoring

### Introduction

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

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 3 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 may be 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?**

Data will be used for the purposes of ensuring the safety of individuals and to support a safe educational environment.

**Will it be shared with others?**

We will only share data with others where there is a clear duty of care to fulfil and where there is a legal relationship and need to share relevant information.

**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.