



Online Learning Privacy Policy

2023 - 2024

Online Learning Privacy Policy

Introduction

Sophia High School is committed to protecting the privacy and security of personal information. This notice explains how the school collects, uses, and discloses personal information about students and their families.

We are committed to protecting and respecting your and your child's privacy. Sophia is a edtech company which is the parent group of Sophia High School. In this privacy notice, references to "**we**", "**us**", "**our**", or "**Sophia**" is a reference to Sophia High School, the school which your child is attending, may be attending or has attended.

This privacy notice sets out the basis on which any personal data we collect from you or your child, or that you provide to us, is handled by us. We also have a privacy policy for our pupils, this is available on our website.

Please read the following carefully to understand our views and practices regarding your and your child's personal data and how we will treat it.

We comply with all applicable data protection laws and regulations ("**Data Protection Legislation**"), which may include the General Data Protection Regulation 2016/679 and the Data Protection Act 2018. The Data Protection Legislation continues to change in the UK, following the UK's exit from the European Union and we continue to update our practices in light of these changes. For the purposes of the Data Protection Legislation, we are the data controller and our School Support Centre at Sophia Technologies, The Engine Room, Battersea Power Station, 18 Power Station Road, London, UK, SW11 8HZ

Overview:

Read in conjunction with our Privacy Notices for Parents and Students, this notice explains how the school collects, uses, and shares information about you during online learning.

USES MADE OF THE INFORMATION

To ensure that educational content is presented in the most effective manner, and our pupils' online experience is as appropriate as possible, delivery of educational services via our DLP will involve the processing of personal data, including in the following contexts:

- pupils participating in live, online, interactive lessons and tutorials with other pupils and teachers;
- pupils participating in live video calls and tutorials with other pupils and teachers;
- online chat services;
- one-on-one sessions between teachers and pupils in specific cases for example for SEN, or for IGCSE tuition;
- pupil to pupil interaction;
- peer review: teachers reviewing other teachers' lessons for quality assurance;
- recordings of the remote classes being made by the School and stored on the DLP ("Recordings"); and
- Recordings being shared between SHS and quality advisory teams such as OFSTED and CIS.

BASIS OF PROCESSING

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

- to deliver educational services to our pupils and to monitor pupils' progress and educational needs;
- to promote and fulfil the objects and interests of the School and ensure its efficient management and administration; and
- to safeguard our children's welfare and provide appropriate pastoral care whilst they are taking part in the DLP.
- Some of this activity undertaken via the DLP 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.

THIRD-PARTY SOFTWARE PLATFORMS

We use third party software platforms including, but not limited to, Google, Athena facilitate our DLP; please also read the privacy notices, and applicable terms and conditions, provided by any such third parties. The third party notices will set 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 its DLP.

HOW LONG WE KEEP PERSONAL INFORMATION

The Recordings shall be retained by the School for so long as the DLP is maintained by the School and thereafter in accordance with the School's Retention Policy.

QUESTIONS

If you have any questions about this supplementary privacy notice, please contact the School's DPC.

CHANGES TO THIS POLICY

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

Contact Information

Data Protection Officer
jennifer.callaway@sophiahigh.school

Version	4.0
Document authors (name)	Melissa McBride
Policy Owner	Sophia High School - Vanessa Temple

Audience	
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Policy Location	Website / School Drive

Version control	
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