

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 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, they are part of the wider safeguarding standards that are mandatory.

Filtering records are kept in two stages. URLs (websites) that go through the system are kept for 20 days. The full system report is kept for five and a half years. Monitoring records are kept indefinitely. 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 LEAD 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 addressed appropriately following our wider data protection, safeguarding, and code of conduct policies.

What will it be used for?

Data will be accessed from the filtering and monitoring systems if safeguarding concerns are raised or to check for any inappropriate material that may have been accessed, this information will be highlighted on the half termly filtering and monitoring report.

How will we store it?

Filtering Data will be stored on the iBoss system.

Monitoring data will be stored on the SENSO system.

How long will we keep it?

The filtering data stored on iBoss is kept in two stages. URLs (websites) accessed in school are kept for 20 days. The full report on the iBoss system are kept for five and a half years.

The monitoring data stored on the SENSO system is kept indefinitely. This ensures it can be accessed in the future for any safeguarding concerns that may arise.

Will it be shared with others?

The Designated Safeguarding Lead (DSL), Christina Diffin, is the only member of staff who will have access to Cavendish Close Infant and Nursery School data records. Data will be shared if safeguarding, GDPR or criminal concerns arise. A monthly filtering and monitoring report will be emailed to the DSL.

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.