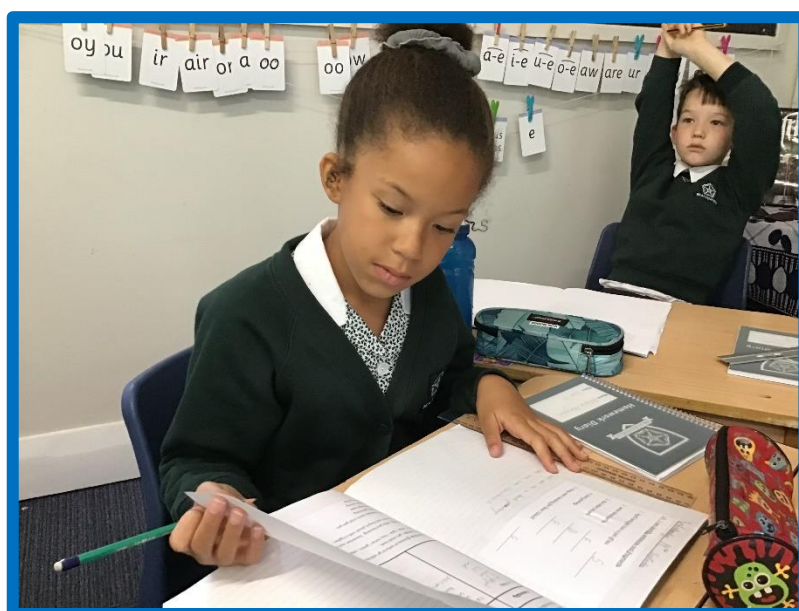




ONLINE LEARNING RESOURCE POLICY



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Next review	Autumn Term 2025	

POLICY AIMS

At Brackenfield School, we are committed to providing a safe and effective online learning environment for our pupils while adhering to the principles of the General Data Protection Regulation (GDPR). This policy outlines the guidelines and procedures for using online learning resources in compliance with GDPR.

SCOPE

This policy applies to all pupils, teachers, staff, and any other individuals who have access to and use online learning resources provided by Brackenfield School.

DATA PROTECTION PRINCIPLES

Lawfulness, Fairness and Transparency

Brackenfield School will ensure that all personal data processed through online learning resources is done so lawfully, fairly, and transparently. Pupils, parents, and staff will be informed about how their data is collected, used, and protected within the general privacy notice located on the school website.

Purpose Limitation

Personal data collected through online learning resources will be used solely for educational and administrative purposes, such as tracking pupil progress, communication, and record-keeping.

Data Minimisation

Brackenfield School will collect and process only the personal data necessary to achieve the intended educational objectives. Unnecessary data collection will be avoided.

Accuracy

We will take steps to ensure that personal data used in online learning resources is accurate and up to date. Individuals will be encouraged to update their personal information as needed.

Storage Limitation

Personal data will be retained for only as long as necessary for educational and administrative purposes, in line with the school's retention schedule. Outdated or irrelevant data will be securely deleted.

Integrity and Confidentiality

Brackenfield School will implement robust security measures to protect personal data from unauthorised access, disclosure, alteration, or destruction. Access to personal data will be restricted to authorised individuals only.

DATA COLLECTION AND USE

Personal data collected through online learning resources may include but is not limited to: pupil names, contact information and academic tracking. This data will be used for educational purposes and administrative functions only.

Brackenfield School will use online learning resources that comply with GDPR regulations and provide data processing agreements (DPAs) with data processors to ensure that data is processed in a GDPR-compliant manner.

DATA SECURITY

The school will implement appropriate technical and organisational measures to protect personal data from data breaches and unauthorised access.

Passwords and access to online learning resources will be securely managed. Pupils will be encouraged to create strong, unique passwords and practice good password security.

DATA SHARING

Personal data will not be shared with third parties for commercial purposes. Data may be shared with authorised personnel within the school for educational and administrative purposes only.

DATA RETENTION

Personal data collected through online learning resources will be retained only as long as necessary for educational and administrative purposes. Upon the conclusion of a pupil's enrolment, data will be securely deleted.

DATA PRIVACY NOTICES

Data privacy notices are published on the Brackenfield School website.

TRAINING AND AWARENESS

All staff and pupils will receive training on data protection and their responsibilities under this policy.

REVIEW AND REVISION

This policy will be regularly reviewed and updated as necessary to ensure compliance with GDPR and evolving best practices in data protection.

By adhering to this policy, Brackenfield School aims to provide a secure and privacy-compliant online learning environment for all pupils, parents, and staff. Compliance with GDPR is a shared responsibility, and all stakeholders are expected to cooperate to maintain data protection standards.

Name of policy Online Learning Resources Policy	Policy reviewed/amended date September 2024 (V1)
Original policy date Autumn Term 2023	Current version V2
Date of new review Autumn Term 2025	