



Sutton Valence School

Little Lambs Nursery  
[littlamlambsnursery.org.uk](http://littlamlambsnursery.org.uk)

Preparatory School  
[svs.org.uk](http://svs.org.uk)

## Use of Electronic Communications



This Policy applies to Sutton Valence School (including as the context requires, the Little Lambs Nursery, the Pre-Preparatory School, Preparatory School and Senior School).

## **Policy for the Use of Electronic Communications**

### **Introduction**

This policy is based on the Data Protection Code guidelines for Employment Practices. It ensures that all monitoring is in accordance with the GDPR, The Regulation of Investigatory Powers Act and the Lawful Business Practice Regulations.

Monitoring is a recognised component of the employment relationship and is standard for organisations. Most employers will make some checks on the quantity and quality of work. This monitoring includes looking at marked work and observation of lessons.

Within the workplace, monitoring is expected. It is there to safeguard employees as well as to protect the interests of the School, the pupils and the parents.

Where monitoring goes beyond one individual watching another and involves the manual recording or any automated processing of personal information, it must be done in a way that is both lawful and fair to employees.

### **Use of Email, Telephone and Internet**

Staff at Sutton Valence are provided with email, telephone and internet facilities to assist them with their jobs. This might entail:

- looking for documents, information and worksheets;
- making telephone calls / Skype messaging;
- engaging in newsgroups and discussion groups.

The nature of Sutton Valence School is such that staff are allowed to make use of the facilities at the discretion of the Headmaster for personal use.

This use of email, telephone and internet facilities for personal use is a privilege and not a right and can be removed.

If a member of staff does not wish their personal emails, telephone calls and internet sites to be viewed or monitored then they do not need to use the School system.

### **Use of CCTV**

CCTV is used both outside and within buildings at Sutton Valence School. The CCTV is recorded and there is a live feed to monitors. Access to CCTV footage is restricted to staff who must complete a monitoring form and have it counter signed – this is given to the Data Compliance Officer and filed.

### **CCTV/Lesson Recordings in classrooms**

Recordings that are made in SVS classrooms can include CCTV or the use of appropriate lesson recording software, such as Zoom or Teams.

Recordings may be made by the teacher to assist with absent pupils or staff training. Pupils and staff will be notified that the lesson is being recorded.

Recordings that are made as part of distance learning will initially be stored on the members of staff laptop (a school owned device) and uploaded to the server as soon as is possible. This recording will then be deleted from the laptop.

Recordings of lessons will be accessible by those that were present in the recording via a link and those members of the class that were absent. The recording can also be accessed by members of staff to assist with teaching practice, observation of lessons and investigation into any complaints.

Viewing of lesson recording is not part of monitoring unless it is part of a complaint or investigation in which case the monitoring process below must be followed.

### **Extent and Type of Personal Use**

Personal use is defined as any use that is not related to the job. If you use the School facilities for personal use then it is subject to the same monitoring methods that are applied to School use.

However, not all personal use is acceptable on the School network. There are restrictions on the types of material that can be viewed. The School has a filtering system in place and any sites that are filtered cannot be viewed. If the material is offensive in words and or imagery or inappropriate for and damaging to the School as deemed by the Headmaster, then it is not suitable for viewing using the School equipment.

There is a general need to exercise care. The staff are in a position of trust and need to be aware of what they are doing. This includes what they are viewing on the internet and the content of emails.

### **Purpose of Monitoring**

The purpose of monitoring is to protect the organisation and the individuals within the organisation – the employees and the students.

The School has a business responsibility to protect its information. This includes information necessary for the running of the School. The School also has a responsibility to protect the equipment and individuals within the School. Monitoring can assist in these roles.

### **Forms of Monitoring**

There are two main forms of monitoring – systematic and occasional.

1. Systematic monitoring is where all employees or groups of employees are monitored as a matter of routine;
2. Occasional monitoring is where monitoring is introduced as a short term measure in response to a particular problem or need.

Sutton Valence School makes use of both types of monitoring.

### **Systematic Monitoring**

Whenever a user logs onto the School system and makes use of electronic communications, all activity is logged. This activity includes (depending on the service used):

- Who is using the internet;
- Which PC they were using;
- When they are using it and how long they were on the site for;

- Which web pages they are viewing and files downloaded;
- The phone number dialled and duration of the call.

Systematic monitoring also occurs with emails. This is done by the use of software to automatically scan emails for pre-set words and phrases. Points are awarded for violations and when a certain number of points is reached the email is automatically deleted. A message is then sent to the sender giving reasons why the email has not been sent.

The CCTV security cameras located around the School are involved in systematic monitoring. The record is based on movement and automatically stored on the School servers.

This process is completely automated, there is no human intervention.

### **Occasional Monitoring**

Occasional monitoring is the deliberate targeting of logs and websites, video footage and looking at emails sent and received by an individual.

Occasional monitoring needs to be authorised before it can be carried out.

The individual may or may not be notified that occasional monitoring is taking place.

Occasional monitoring will only take place where senior management have satisfied themselves that there are grounds for suspecting criminal activity or equivalent malpractice or a legal requirement, such as a subject access request, or preparation for a subject access request.

All occasional monitoring must be preceded by an impact assessment and the following details logged:

1. Who carried out the monitoring;
2. Who was being monitored;
3. What was monitored;
4. When it was monitored.

In order to conform to GDPR, if occasional monitoring has taken place a record is made. This record forms part of the material which can be requested by a member of staff or student along with other information stored on them under the requirements of GDPR.

In monitoring of emails, for example in response to a SAR, it is likely that emails sent/received by individuals who have not requested the SAR will be included and examined.

It is not anticipated that the School will undertake occasional monitoring of staff. If it does take place then it will be a very rare occurrence. Occasional monitoring of students is likely to be more widespread.

### **Impact Assessment**

An impact assessment needs to be carried out before any monitoring can take place.

The template for an impact assessment for monitoring can be found in Appendix 1.

### **Circumstances Where Logs Would Be Viewed and Occasional Monitoring Implemented**

Occasional monitoring of staff will only take place where senior management have satisfied themselves that there are grounds for suspecting criminal activity or equivalent malpractice or a legal requirement, such as a subject access request, or preparation for a subject access request.

Occasional monitoring of students can take place where there are grounds for believing that School rules have been broken.

### **Procedures to be followed to Investigate Logs and Begin Monitoring**

Before the logs can be viewed there needs to be some evidence of malpractice.

If monitoring is to begin then an impact assessment must have been completed and the monitoring authorised by senior management. The monitoring will be done by the individual named on the impact assessment and they will report only to senior management. An appropriate individual should be in attendance when the logs and or video are being viewed.

For occasional monitoring of students, authorisation can be given by the Data Compliance Officer.

The Data Compliance Officer will keep records of the monitoring process. If appropriate, the individual who is being monitored will be notified.

### **Covert Monitoring**

Covert CCTV monitoring is where the device used to monitor is not visible. This may be the use of a device that contains a camera, such as a clock. It is deliberately intended to mislead the individuals being monitored, so that they do not know that they are being monitored.

This is to be used in exceptional circumstances, such as vandalism.

The attached form – Use of Covert CCTV Monitoring - needs to be completed BEFORE the monitoring begins and must be reviewed and agreed by a senior member of staff or a governor.

There must be a timescale put in place before monitoring begins and if it needs to be extended, another form completed.

If the footage is to be reviewed, then the form – Impact Assessment for Monitoring - must be completed.

Author: GJM

Policy review date: September 2020

Approval date by Governors: November 2020

Review Date: September 2021

## Impact Assessment for Monitoring

|                            |   |
|----------------------------|---|
| <b>Type of monitoring:</b> | Systematic / Occasional (delete as appropriate) |
|----------------------------|---|

|             |  |             |  |
|-------------|--|-------------|--|
| <b>Date</b> |  | <b>Time</b> |  |
|-------------|--|-------------|--|

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|-----------------------|--|------------------------|--|
| <b>Authorised by:</b> |  | <b>Carried out by:</b> |  |
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| <b>Reason for monitoring:</b> |
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| <b>Scope of monitoring:</b> |
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| <b>Summary of findings:</b> |
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| <b>Recommendations:</b> |
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Signed: \_\_\_\_\_

Position: \_\_\_\_\_

Signed: \_\_\_\_\_

Position: \_\_\_\_\_

## Use of Covert CCTV Monitoring

|             |  |
|-------------|--|
| <b>Date</b> |  |
|-------------|--|

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| <b>Requested by:</b> |  |
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| <b>What is the purpose of the monitoring?</b> |
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| <b>How long will the monitoring be in place for?</b> |
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| <b>Why does the monitoring need to be covert?</b> |
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| <b>Is the monitoring likely to capture images of “innocent” pupils and staff? How will this footage be used?</b> |
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| <b>Reviewer Comments</b> |
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|             |  |
|-------------|--|
| <b>Date</b> |  |
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| <b>Reviewed and agreed by:</b> |  |
|--------------------------------|--|