Policy for: **Privacy Notice: Filtering and Monitoring**	

Committee: Full Governing Body

A. Confidentiality Notice

This policy document has been approved by the Governing body of St.Modwen's Catholic Primary School and is intended for internal and /or external publication. Where the document is identified for internal use the policy information may not be shared with external agencies or parents without the prior agreement of the Headteacher or authorising Committee.

B. Document Details

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C. Document Revision and Approval History

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V2	16.11.2025	School	FGB 16.12.2025	PHP Law Model Policy – October 2023 version – no amends
V1	6.11.2024	School	PH&S	John Walker Model Policy – October 2023

Privacy notice – Filtering and Monitoring

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 out 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 in line with the schools Data Records Management Policy 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 I necessary to share material with third partiers 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

- To identify risks
- Enable early interventions
- Promote responsible cyber use
- Protect pupils from online dangers
- Raise awareness of the need to be save

How long will we keep it

Information will be stored in line with our Records Management Policy.

How will we store it

Information will be stored on our school network system

Will it be shared with others

Information will be shared with Designated Safeguarding Leads in school and Network Manager.

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 is you are not satisfied or wish to complain.