



GDPR E-Monitoring Policy

Document History	
Created or reviewed:	24 th February 2025
Reviewing officer:	School Business Manager/SLT
Review frequency:	2-Yearly
Review date:	24 th February 2027
Approved by:	Governing Body
Date Approved:	24 th February 2025

Purpose

The purpose of this policy is to ensure that e-monitoring in our school is carried out in a lawful, ethical and transparent manner, with the aim of promoting the safety and wellbeing of our pupils, staff and visitors.

Scope

This policy applies to all forms of e-monitoring, including but not limited to:

- Video surveillance
- Audio surveillance
- Email and internet monitoring
- Network activity monitoring
- Remote access monitoring

Lawfulness: E-monitoring activities will comply with all relevant laws, regulations, and guidance, including the Data Protection Act 2018, the Human Rights Act 1998, and the General Data Protection Regulation (GDPR).

Proportionality: E-monitoring activities will be proportional to the risks being addressed and will not go beyond what is necessary to achieve their objectives.

Transparency: The school will inform pupils, staff and visitors about the use of e-monitoring and the reasons for it.

Security: All e-monitoring activities will be carried out securely, and the data will be stored and processed in compliance with the school's data protection and security policies.

Access: Access to e-monitoring data will be restricted to authorised personnel who have a legitimate need to know and access will be logged and audited.

Retention: E-monitoring data will be retained for a reasonable period, as determined by the school's data retention policy. Data that is no longer needed will be securely deleted.

Review: The school will regularly review its e-monitoring activities to ensure that they continue to meet their objectives and are carried out in accordance with this policy.

Implementation

Responsibility: The Headteacher is responsible for ensuring that e-monitoring activities are carried out in accordance with this policy. The school's designated Data Protection Officer (DPO) will provide advice and guidance on compliance with data protection laws.

Staff training: All staff who are involved in e-monitoring activities will receive appropriate training and guidance on the school's policies and procedures.

Complaints: The school will have a complaints procedure in place to address any concerns or complaints from pupils, staff, or visitors regarding e-monitoring activities.

Record-keeping: The school will keep records of all e-monitoring activities, including the reasons for the monitoring, the data collected, and any action taken as a result of the monitoring.

Review and update: The school will review and update this policy periodically to ensure that it remains effective and compliant with relevant laws and regulations.

Conclusion

The school is committed to maintaining a safe and secure environment for all its pupils, staff and visitors. E-monitoring is an important tool in achieving this objective, and this policy provides a framework for ensuring that e-monitoring is carried out in a lawful, ethical, and transparent manner.