

Data Protection Impact Assessment (Teams)

The Data protection Impact Assessment is systematic process for identifying and addressing privacy issues and considers the future consequences for privacy of a current or proposed action.

Section 3 Article 35(1) states “Where a type of processing in particular using new technologies, and taking into account the nature, scope, context and purposes of the processing, is likely to result in high risk to the rights and freedoms of natural persons, the controller shall, prior to processing, carry out an assessment of the impact of the envisaged processing operation on the protection of personal data. A single assessment may address a set of similar processing operations that present similar high risks.”

DPIA template for screening questions and completing an assessment

The following screening questions will identify if a DPIA is required. Answering ‘yes’ to any question will require a DPIA to be completed. You may expand on the answers as work progresses.

Initiative name: Using Teams
Name and position of individual responsible of DPIA: Sarah Eadon (Headteacher)
Assessment Date: January 2025

Number	Question	No	Yes	Comments
1	Will the initiative involve the collection of new information about individuals?	No		
2	Will the initiative compel individuals to provide information about themselves?		Yes	Children and staff will potentially be using video conferencing in their own homes.
3	Will information about individuals be disclosed to organisations or people who have not previously had routine access to the information? NB. This includes individuals who have previously accessed information but now work for a different organisation.	No		Potentially if the videos are shown to other people

4	Will you be using information about individuals for a purpose it is not currently used for, or in a way it is not currently used?		Yes	Not normal use of teams meetings - normally adult only meetings
5	Does the initiative involve you using new technology which might be perceived as being privacy intrusive? For example, the use of biometrics or facial recognition.	No		
6	Will the initiative result in you making decisions or taking action against individuals in ways which can have a significant impact on them?	No		
7	Is the information about individuals of a kind particularly likely to raise privacy concerns or expectations? For example, health records, criminal records or other information that people would consider to be particularly private.	No		
8	Will the initiative require you to contact individuals in ways which they may find intrusive i.e. invasive, indiscreet, interfering or upsetting?	No		

If all questions have been answered 'no' a copy of this document should be retained in accordance with our records retention policies and as the initiative develops reference made to the screening questions in case any answers change to 'yes'. If any question has been answered 'yes' please continue to complete the rest of this template.

Step one – Identify the need for a DPIA

Explain broadly what the project aims to achieve and what type of processing it involves. You may find it helpful to refer or link to other documents, such as a project proposal. Summarise why you identified the need for a DPIA.

You need to check whether your processing is on the list of types of processing which automatically require a DPIA. If not, you need to screen for other factors which might indicate that it is a type of processing which is likely to result in high risk.

What is the aim of the project? – Microsoft Teams is part of Office 365 and allows schools to communicate with staff, School Governors, parents and other key stakeholders. Using Microsoft Teams it is also possible to set up a 'Live Event' whereby members of staff can present live to viewers who can be invited by an invite link. The event is one-way only and may be suitable for schools to deliver messages to large numbers, e.g. a virtual school assembly. The Microsoft Teams app enables schools to:

Video communications:

Pupils will log on to the platform and engage in video communications to replicate the classroom experience as much as possible. This will assist with pupil engagement. This will involve processing data relating to images and audio.

Parents/individuals will be sent instructions on how to use the system and will be informed on how to turn off the camera function and mute the microphone / the school will ensure all children will have the cameras and microphones switched off until invited to unmute their microphones when appropriate.

Names of pupils will be visible to others (all students will already be familiar with individual names from their class).

Recording sessions:

Lessons will be recorded for the following purposes:

- To support pupils with their learning.
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- For purposes of safeguarding
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- Recordings will also be made of any meetings that take place via our online portal.

The use of Microsoft Teams will help the school to deliver a cost effective solution to meet the needs of the business.

The school will be complying with Safeguarding Vulnerable Groups Act and Working together to Safeguard Children Guidelines (DfE) and will undertake the following processes:

1. Collecting personal data
2. Recording and organising personal data
3. Structuring and storing personal data
4. Copying personal data
5. Retrieving personal data
6. Deleting personal data

By opting for a cloud based solution the school aims to achieve the following:

1. Scaleability
2. Reliability
3. Resilience
4. Delivery at a potentially low cost
5. Supports mobile access to data securely
6. Update of documents in real time
7. Good working practice i.e.secure access to sensitive files

Microsoft Teams can be accessed from any location and from any type of device (laptop, mobile phone, tablet, etc).

The cloud service provider cannot do anything with the school's data unless they have been instructed by the school. The schools Privacy Notice will be updated especially with reference to the storing of pupil and workforce data in the cloud.

Step two - Describing the processing

- **How will you collect, use, store and delete data?**
- **What is the source of the data?**
- **Will you be sharing data with anyone?**
- **What types of processing identified as likely high risk are involved?**

The Privacy Notice (Pupil) for the school provide the legitimate basis of why Moreton Morrell C of E Primary School collects data. The lawful basis in order to process personal data inline with lawfulness, fairness and transparency principle is as follows:

Public task is the correct lawful basis if you are just using this for providing home education.

How will you collect, use, store and delete data?

The information collected by the school is retained on the school's computer systems and in paper files. The information is retained according the school's Data Retention Policy.

What is the sources of the data?

Pupil information is collected via data collection forms when a child joins the school , pupil update forms the school, issue at the start of the year and Common Transfer File (CTF) or secure transfer from previous schools. Pupil information also includes classroom work, assessment and reports.

Parental/guardian information is obtained by the parent/guardian providing personal data relating to pupil name, their relationship to the child, first and last name of the parent/guardian and email address. This is provided by an apps consent form issued to the parent /guardian.

Staff and pupils use existing welearn accounts to log onto the system. The meetings take place live as scheduled.

Staff may also use Power points to deliver their teaching.

Will you be sharing data with anyone?

Data will not be shared other than within Microsoft Teams

What types of processing identified as likely high risk are involved?

Transferring of personal data from school to the cloud. Storage of personal data in the cloud.

Microsoft Teams is an entirely new service, built for the **cloud** from the ground up by leveraging Azure and other service innovations from **Microsoft**. **Microsoft Teams** is built on **Microsoft** 365 groups, **Microsoft** Graph, and with the same enterprise-level security, compliance, and manageability as the rest of Office 365

Microsoft Teams provides the advanced security and compliance capabilities that our Office 365 customers expect. Data is encrypted in transit and at rest. Like all our commercial services, they have a transparent operational model with no standing access to customer data

Describe the scope of the processing:

- **What is the nature of the data, and does it include special category or criminal offence data?**
- **How much data is collected and used and how often?**
- **How long will you keep the data for?**

What is the nature of the data?

Individuals are pupils at the school and would be considered as vulnerable subjects. Other data subjects would include staff who are employed by the school. The school is the data controller and therefore has control over the data belonging to the data subjects.

Individuals have some control over this data processing under the individual data protection rights. i.e., Where data is processed for the purposes of fulfilling a public task, staff and pupils (or parents/carers on their behalf) can object to the processing of their information in this way. The school will weigh up the interests of the individuals in accordance with their interests, rights and freedoms and balance this against the school's legitimate purposes for processing the data.

Teams Meeting Recordings will be automatically **stored** on One Drive or SharePoint. If **you** are in an individual **meeting**, the **meeting recording** will be available in your OneDrive folder.

Special Category data

Not actively shared by the school. Although images are shown, the school won't be deemed to have shared special category data if this reveals their race or disability.

How much data is collected and used and how often?

Personal data is collected for each pupil enrolled at Moreton Morrell Primary School.

This will only be used if children are self-isolating. If a whole class is at home then it may be that these are used a couple of times a day. If it is just one child this may be less frequent.

How long will you keep the data for?

The school will consider the data retention period as outlined in the IRMS Information Management Toolkit for Schools and within the schools Data Retention Policy.

Currently, the school has limited online learning resources. Using this data processor will enable the school to fulfil their duty in providing high quality education remotely and assist learners with their learning.

Microsoft Teams will be used by the school for the purposes of communication. The school will act in accordance with the lawful basis it has for using personal data. This is outlined in the schools Privacy Notice (Pupil) and Privacy Notice (Workforce).

Describe the context of the processing:

- **What is the nature of the relationship with individuals?**
- **How much control will they have?**
- **Would they expect you to use their data in this way?**

What is the nature of the relationship with individuals?

Individuals are pupils at the school and would be considered as vulnerable subjects. Other data subjects would include staff who are employed by the school. The school is the data controller and therefore has control over the data belonging to the data subjects.

How much control will they have?

Individuals have some control over this data processing under the individual data protection rights. I.e., Where data is processed for the purposes of fulfilling a public task, staff and pupils (or parents/carers on their behalf) can object to the processing of their information in this way. The school will weigh up the interests of the individuals in accordance with their interests, rights and freedoms and balance this against the school's legitimate purposes for processing the data. Individuals can decide whether or not to put their camera and microphone on.

Would they expect you to use their data in this way?

Individuals are likely to expect the use of their data in this way, as the expectation is that education will continue during periods of self-isolation or in the event of a local/national lockdown / individuals will expect their data to be used in this way for the purposes of providing their child with learning resources to assist with their education. Individuals will be informed via the privacy notice.

Processing using a learning platform is not a novel processing activity and the majority of online learning platforms are well-established.

Currently, the school has limited online learning resources. Using this data processor will enable the school to fulfil their duty in providing high quality education remotely/assisting learners with their learning.

Microsoft is subject to independent verification of its security, privacy, and compliance controls. In order to provide this, Google undergo several independent third-party audits on a regular basis. For each one, an independent auditor examines Microsoft's data centres, infrastructure, and operations.

The following are examples of Microsoft's accreditation:

ISO 27001: is one of the most widely recognized, internationally accepted independent security standards. Microsoft has earned ISO 27001 certification for the systems, applications, people, technology, processes, and data centres that make up its shared Common Infrastructure

ISO 27017: is an international standard of practice for information security controls based on ISO/IEC 27002, specifically for Cloud Services. Microsoft has been certified compliant with ISO 27017 for its shared Common Infrastructure

ISO 27018: is an international standard of practice for protection of personally identifiable information (PII) in Public Cloud Services. Microsoft has been certified compliant with ISO 27018 for its shared Common Infrastructure

The American Institute of Certified Public Accountants (AICPA) SOC 2 (Service Organization Controls) and SOC 3 audit framework defines Trust Principles and criteria for security, availability, processing integrity, and confidentiality. Microsoft has SOC 1, SOC 2 and SOC 3 reports for its shared Common Infrastructure

This means that independent auditors have examined the controls protecting the data in Microsoft's systems (including logical security, privacy, and data centre security), and assured that these controls are in place and operating effectively

Describe the purpose of the processing:

- **What do you want to achieve?**
- **What is the intended effect on individuals?**
- **What are the benefits of the processing – for you, and more broadly?**

What do you want to achieve?

Schools have an obligation to ensure the continuity of education in the event children are unable to attend school due to the pandemic. Engaging a third-party data processor will be necessary for us to meet this obligation.

What is the intended effect on individuals?

Children can continue with their learning from home, this will limit any disruption to their education in the event of self-isolation or closure of the school.

The overall purpose is to ensure children can still access an education in the event of a local or national lockdown and/or during periods of self-isolation.

What are the benefits of the processing – for you, and more broadly?

The benefits of processing are that pupils can work remotely, individually, using technology and results are recorded easily, allowing the teachers to process assessment/attainment data efficiently.

Targets can be set using online platforms and overall, this is in a timely manner in which to record the progress of pupils.

Step three – Consultation Process

Consider how to consult with relevant stakeholders:

- **Describe when and how you will seek individuals 'views – or justify why it's not appropriate to do so.**
- **Who else do you need to involve within your organisation?**
- **Do you need to ask your processors to assist? Do you plan to consult information security experts, or any other experts?**

Describe when and how you will seek individuals 'views – or justify why it's not appropriate to do so.

Seeking the views of individuals may not be appropriate in this scenario as this is a standard process of the school / is part of the school's contingency plan to ensure high quality education during periods of self-isolation or a national/local lockdown/ The views of the individual will be considered when seeking consent.

Who else do you need to involve within your organisation?

We will seek advice from our Data Protection Officer via this Data Protection Impact Assessment / We will consult our IT support to ensure we access a secure platform and that data is shared using secure methods.

Do you need to ask your processors to assist? Do you plan to consult information security experts, or any other experts?

Warwickshire DPO team have also been involved in the creation of this DPIA.

Step four – Access necessity and proportionality

Describe compliance and proportionality measures, in particular:

- **What is your lawful basis for processing?**
- **Does the processing actually achieve your purpose?**
- **Is there another way to achieve the same outcome?**
- **If appropriate, how will you prevent the use of the technology or system beyond the purpose for which it was originally intended?**
- **How will you ensure data quality and data minimisation?**
- **What information will you give individuals?**
- **How will you help to support their rights?**
- **What measures do you take to ensure processors comply?**
- **How do you safeguard any international transfers?**

What is your lawful basis for processing?

The lawful basis for processing personal data is contained in the school's Privacy Notice (Pupils).

The lawful basis will be public task as the Government legally requires school to provide remote education, which is essential to the running of the school.

The school has a Subject Access Request procedure in place to ensure compliance with Data Protection Law. The school will continue to be compliant with its Data Protection Policy.

Does the processing actually achieve your purpose?

The processing helps to achieve the purpose of educating pupils. The school is required to provide high quality education during periods of self-isolation or in the event of local/national lockdown. Alternative measures, such as paper assessments/quizzes can be used, but the online platform offers a simple, quick and effective tool for learning.

Is there another way to achieve the same outcome?

Alternative measures, such as paper assessments/quizzes can be used, but the online platform offers a simple, quick and effective tool for learning. However, using Teams the school is trying to recreate the same experience as the classroom where there is interactivity.

If appropriate, how will you prevent the use of the technology or system beyond the purpose for which it was originally intended?

How will you ensure data quality and data minimisation?

Only the personal data necessary for the performance of the online platform, as set out in the GDPR compliant contract, will be collected for processing. Parents/pupils will be notified via the privacy notice on the school's website

What information will you give individuals?

The right to be informed will be supported with the aforementioned privacy notices and data subjects can visit the processor's privacy notice for further information.

How will you help to support their rights?

The right of access will be supported by the school's subject access request procedure, published on the website. The processor contract outlines that they will help the controller to achieve compliance with data protection obligations, which will include supporting the right to access.

What measures do you take to ensure processors comply?

The right to rectification is supported in the school's annual data collection/data checking sheets. However, specifically, pupils and/or parents can update details at any point via the school's contact details. The processor allows for changes to login/account details when required.

The school will consider any other data that may need to be rectified and communicate this with the processor where this is deemed necessary.

Right to privacy may be impacted due to video communications resulting in teachers and other individuals hearing and seeing what goes on in people's homes. To mitigate this risk, individuals will have the option to/teachers will ensure cameras and microphones are switched off.

How do you safeguard any international transfers?

Currently seeking clarification from DPO

<u>Step five - Identity and assess risks</u>			
Describe source of risk and nature of potential impact on individuals. Include associated compliance and corporate risks as necessary.	Likelihood of harm	Severity of harm	Overall risk
	Remote, possible or probable	Minimal, significant or severe	Low, medium or high
Data transfer, data compromised	Remote	Minimal	Low

Loss of password and/or loss of access to the site	Possible	Significant	Low
Data used outside the scope of its original purpose (including children using the online platform as a form of social media)	Remote	Minimal	Low
Impacts on individual's rights to privacy	Possible	Severe	Medium

Step six - Identity measures to reduce risk

Identify additional measures you could take to reduce or eliminate risks identified as medium or high risk in step 5

Risk	Options to reduce or eliminate risk	Effect on risk Eliminate, reduced or accepted	Residual risk Low, medium, high	Measure approved Yes/No
Hacking into processor site	Outline security measures from contract	Reduced	Low	Yes
Loss of login passwords/username and/or loss of access into the site	Outline the details on how lost login details will be managed/supported. Parents, guardians and children advised not to share passwords.	Reduced	Low	Yes

Data used outside the scope of its original purposes	The contract/agreement meets the requirements of GDPR – assurances are given in the legally binding contract for the purposes for which the data will be used/processed. School staff are briefed and made aware of the school's data protection and information security policy. For children using the function as a form of social media, rules on using the system will be in place and this will be monitored / chat functions will be disabled at all times/at the end of each lesson.	Reduced	Low	Yes
Impact on rights to privacy	Individuals will have the option to turn off their camera and mute their microphone / teachers will ensure all participants mute their microphone and turn off the camera function. Pupils will be invited to unmute their microphone when appropriate for engaging in the lessons and then asked to unmute again. Parents will be made aware of the lessons and timetables and given the opportunity to voice their concerns and exercise their right to object.	Reduced	Low	Yes

<u>Step seven - Sign off and record outcomes</u>		
Item	Name/date	Notes
Measure approved by:	Head teacher/DPO	Integrate actions back into project plan, with date and responsibility for completion.
Residual risks approved by:	Head teacher/DPO	If accepting any residual high risk, consult the ICO before going ahead

DPO advice provided:	Yes	DPO should advise on compliance, step six measure and whether processing can proceed.
Summary of DPO Advice:		
1. Does Seesaw provide technical capabilities to ensure the school can comply with the right of access and subject access requests? 2. Are the parents fully aware of the online platform and how to ensure that their account remains safe?		
DPO advice accepted or overused by:	Accepted	If overruled, you must explain your reasons
Comments:		
The DPIA will be kept under review by:	Head teacher/DPO	The DPO should also review ongoing compliance with DPIA