



SPEAKERS
for schools

VWEX Data Policy

Summer 2020

We understand that the data privacy of young people is a main priority for their teachers and responsible adults and we want to be clear around the processes and checks that are put in place by Speakers for Schools with regard to data handling and storage. We ask that you ensure the measures we've put in place meet your own requirements.

The full Privacy Policy and Terms of Use, as agreed to by students and teachers at point of registration, can be found [here](#) and [here](#).

FAQs

How will data be managed and handled during the process? What is required, who will use this data, where it will be stored, who has accessibility and how long will the records be kept?

The information we ask for from students includes their ethnic background. From teachers, we ask whether the students is eligible for PP/FSM, whether they are a looked after child, whether they have any SEN or disabilities, whether they have access to work experience opportunities through their family networks and whether English is an additional language.

You do not have to give us this information, but our employers will be using this data to prioritise higher need students, so it is incredibly useful to have. We will be prioritising students who are eligible for pupil premium funding/FSM or are looked after children, and some employers are actively looking to work with more students from minority ethnic backgrounds or who are female, which is why we ask for this data. If you are uncomfortable supplying this data, you can simply tick to approve the application and leave the rest of the teacher cover note blank, but please be aware that this could affect the student's application.

This data is stored within our secure application portal and is only visible to Speakers for Schools, the student's teacher and the employer that the student makes an application to. Teachers can delete student records and the attached data when the student has left the school.

What will Speakers for Schools do with the recording of video meetings and calls? Who will use the videos and for what purpose? Where they will be stored, who has access and how long will they be kept for?

Recordings of video meetings within the Google Classroom are recorded for safeguarding purposes and are stored securely within Speakers for Schools' Google Drive on a server in the EU for 18 months. During this time, Speakers for Schools will not be viewing the recordings and they will not be shared privately or publicly. We store them so that we could view them if a safeguarding issue were reported.

Is the programme GDPR compliant?

Throughout the development of our programme and application portal, Speakers for Schools have sought legal advice and are confident that everything we do is fully GDPR compliant.

Students and school consent to our [Terms of Use](#) and [Privacy Policy](#) when registering for our platform. We do not ever contact students' families – we ask schools to use their usual procedure for securing parental permission for students to take part in placements and to confirm to us that you have done so when approving applications.

How is student data secured?

Your students' data will be processed in full compliance with General Data Protection Regulation (GDPR). Parental permission will be obtained where necessary and no personal data will be shared with third parties except with the express permission of teachers/students.

For more information please see the VWEX Educators guide [here](#).

If you require further assistance, you can reach a member of the team by emailing experience@speakersforschools.org.