

## Information on IRIS Connect and the Early Career Professional Development Programme for participating schools

As part of the Early Career Professional Development Programme (ECPDP), your participating teachers will be using the IRIS Connect video platform to upload videos as a stimulus for discussions between themselves and their in-school mentor.

The 'memorandum of understanding' shared with you by the Education Development Trust, will have requested information from you as well as seeking your permission for teachers to make use of the platform.

This document holds further information about the use of the platform and what you might need to know about IRIS Connect before providing permission.

As part of the ECPDP programme, participants will record video footage of their lessons and use these for personal reflection and development. Some recordings will be shared with their in-school mentor during the programme as a basis for their discussions.

Participants' personal data, video content, and comments will be shared in the following ways during the entirety of the programme:

- With their in school mentor feedback, discussion, and development
- With ECPDP programme staff from the Education Development Trust

We require an administrator (usually a senior leader, IT leader, or data protection officer) at each school to provide permission for their participants to share their videos in this way.

It is likely that your existing policies and parental consent cover videos being used and shared in this way. What follows are some answers to frequently asked questions that might better enable you to permit data to be shared with other third parties in the ways described above.

If you still have questions about providing permission after reading these FAQs, please contact the Early Career Framework team on [ecf@educationdevelopmenttrust.com](mailto:ecf@educationdevelopmenttrust.com).

The following documents detail the agreement you are making with IRIS Connect by providing your teachers with permission (you will be asked to agree to these when you log into your account later):

[IRIS Connect End User Agreement](#)

[IRIS Connect Organisation Administrator Agreement](#)

## Frequently Asked Questions

*What follows are some answers to frequently asked questions that might better enable you to permit data to be shared with other third parties in the ways described above. The answers are just suggestions to support our programme and do not replace proper legal advice.*

### **Q. Is there any cost to the school for agreeing to use IRIS?**

**A.** There is no cost to school for providing this service?

### **Q. We already use IRIS Connect. What permission will be required from us?**

**A.** On the 'memorandum of understanding' you will be able to grant your permission for IRIS Connect to be used in the ways outlined for this ECPDP above. Your current administrator(s) for IRIS Connect will be able to manage videos and accounts as usual or you may wish to name an additional administrator to oversee this particular programme; you'll be able to do this on the 'memorandum of understanding'.

### **Q. We don't have a named Data Protection Officer, who will be our administrator?**

**A.** We are aware that not all schools will have a person in the named role of 'data protection officer.' Your administrator will be able to manage the school participants' accounts, and videos. You can provide the name of any suitable senior leader, IT leader, or member of staff in a data protection role.

### **Q. What might I need to check in existing school privacy policies and notices to enable sharing of content with third parties for the purposes of the ECPDP programme?**

**A.** Is the data sharing covered in the relevant privacy policy/notice that has been updated in line with GDPR legislation?

- 1) If it is covered already in your existing privacy policy/notice - ensure the privacy notices and policies are clear, easy to understand and set out the data sharing that will be conducted. This includes your school and the parties you would like to share it with.

- 2) If it is not covered robustly already in your existing privacy policy/notice and you don't wish to include it, you might need to set-up a Data Sharing agreement or a Data Processing Agreement between the organisations (If you are sharing via the IRIS Connect web platform, the organisation you share to are likely to be Data Processors of that data, and your organisation remaining Data Controllers.)

**Q. What hardware is needed to video lessons?**

A. Filming can be done on any smart device eg. Smartphone, ipad etc.

**Q. What can parties who have access to other people's videos do with them?**

A. They can add comments and files to the video. They are not able to download, delete, or edit the video in any way. Access can be revoked for any user by the person who owns the video (participating teacher) as well as the school administrator (the person you name on the memorandum of understanding who can view and maintain all videos belonging to the school's participating teachers).

**Q. How secure is video content and personal data on the IRIS Connect platform?**

A. IRIS Connect is a company that specialises in using video to improve teaching and has a 'world class secure environment'. Further information about data protection at IRIS Connect can be found at: <https://www.irisconnect.com/uk/support/security-and-safeguarding/>

**Q. IRIS Connect offer a 'cartoonisation' feature for their videos. Could this protect children's identities if our existing privacy policies/notices don't incorporate parental consent through explicit consent or legitimate interest?**

A. While the IRIS Connect system does contain a feature to obscure the faces of individuals (cartoonisation) you acknowledge that recorded video may still represent personal data if it may be triangulated with other sources to identify an individual.

**Q. After reviewing the school's privacy policies and notices, we feel that parental consent will need to be obtained for using video for this purpose. Do you have any advice for this?**

A. If you have concluded that this is a route you will need to take, please take action as soon as possible so that there is minimal disruption to the programme for your participating teachers.

We have a template available for the purposes of gaining parental consent so if this is a route you need to take, please see the copy provided in the appendices below to obtain consent for children in the affected lessons.

## APPENDIX

### Parental Consent Template

Dear Parents or Guardians,

As teachers, we are always looking for different ways to improve our practice and to be the best teachers we can be. As part of our professional development at [School Name], some of our teachers are engaging with a programme with the Education Development Trust.

As part of this programme, we are writing to you to ask for permission to film your child in our lessons.

We have included the answers to some questions that you may have below.

If you have any further questions, you are welcome to contact us.

Please return the reply slip below by [date]

Many thanks,  
School IT Administrator

**Q.** Who will see these video clips?

**A.** They will be shared with their in-school mentor.

**Q.** Where will they be stored?

**A.** All video files are uploaded to an app called IRIS Connect from a device. No video is stored on the device itself. IRIS Connect is a company that specialises in using video to improve teaching and has a 'world class secure environment'.

Further information about data protection at IRIS Connect can be found at:

<https://www.irisconnect.com/uk/support/security-and safeguarding/>

**Q.** How long will they be stored for?

**A.** After the end of the programme, all assessment and personal data is kept securely in the IRIS Connect environment for a maximum duration of 5 years. The school administrator has rights to delete content prior to this date as owners of the data.

**Q.** What if I don't want my child to participate?

**A.** If you do not want your child to participate at all, your child will not be in the room when filming takes place. This will be organised in such a way that ensures your child does not miss out for not having participated.

If you wish to change your mind in the future and cease your child participating in filming from that point on, you are welcome to do so but any previously recorded footage will remain in use in the ways already described.

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### Filming consent

Name of child \_\_\_\_\_

Please tick one:

- I give permission for my child to be filmed for the teacher's professional development assignment
- I do not give permission for my child to be filmed