

## **Information on IRIS Connect and the Early Career Professional Development Programme for participating Schools, ECT's and Mentors**

As part of the Early Career Professional Development Programme (ECPDP), you will be using the IRIS Connect video platform to upload videos as a stimulus for discussions

The 'memorandum of understanding' shared with your school leader by the Education Development Trust, will have requested information as well as seeking permission for you 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.

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

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

- With their 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 you to share your videos in this way.

It is likely that your existing school 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 the school has made with IRIS Connect by providing your teachers with permission (you will be asked to agree to these when you log into your account later):

---

### **Early Career Professional Development Programme,**

Education Development Trust, Highbridge House,  
16-18 Duke Street, Reading, Berkshire RG1 4RU  
T +44 (0) 118 902 1200

E [ecf@educationdevelopmenttrust.com](mailto:ecf@educationdevelopmenttrust.com)

W [educationdevelopmenttrust.com/ecf](http://educationdevelopmenttrust.com/ecf)

Education Development Trust is a registered charity (No. 270901) and company limited guarantee (No. 867944) | Registered in England and Wales | Registered office as above

Delivered by:



In partnership with:



Funded by:



[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 the school 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. The school already uses IRIS Connect. What permission will be required?**

**A.** On the ‘memorandum of understanding’ the school has granted 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 they may wish to name an additional administrator to oversee this particular programme.

### **Q. The school don’t have a named Data Protection Officer, who will be the 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. The school have provided the name of a 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?**

---

#### **Early Career Professional Development Programme,**

Education Development Trust, Highbridge House,

16-18 Duke Street, Reading, Berkshire RG1 4RU

T +44 (0) 118 902 1200

E [ecf@educationdevelopmenttrust.com](mailto:ecf@educationdevelopmenttrust.com)

W [educationdevelopmenttrust.com/ecf](http://educationdevelopmenttrust.com/ecf)

Education Development Trust is a registered charity (No. 270901) and company limited guarantee (No. 867944) | Registered in England and Wales | Registered office as above

Delivered by:



In partnership with:



Funded by:



**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 the school don't wish to include it, you might need to set-up a Data Sharing agreement or a Data Processing Agreement between the organisations (As you are sharing via the IRIS Connect web platform, then 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). Additionally, as well as the school administrator (the person you name on the memorandum of understanding) can manage 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/gdpr/>

**Q. IRIS Connect offer an 'anonymisation' feature for their videos. Could this protect children's identities if we are unsure if we have a legal basis for recording?**

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

We would encourage you to review the resource on establishing and documenting a legal basis for the collection of data, and creating compliant documentation, such as a DPIA which can be found [here](#).

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

**A.** If the school have concluded that their current video permissions do not offer enough permission it is important they take action as soon as possible so that there is minimal disruption to the programme. We have a template available for the purposes of gaining parental consent if required.

---

**Early Career Professional Development Programme,**

Education Development Trust, Highbridge House,

16-18 Duke Street, Reading, Berkshire RG1 4RU

T +44 (0) 118 902 1200

E [ecf@educationdevelopmenttrust.com](mailto:ecf@educationdevelopmenttrust.com)

W [educationdevelopmenttrust.com/ecf](http://educationdevelopmenttrust.com/ecf)

Education Development Trust is a registered charity (No. 270901) and company limited guarantee (No. 867944) | Registered in England and Wales | Registered office as above

Delivered by:



In partnership with:



Funded by:



## 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.

---

#### Early Career Professional Development Programme,

Education Development Trust, Highbridge House,

16-18 Duke Street, Reading, Berkshire RG1 4RU

T +44 (0) 118 902 1200

E [ecf@educationdevelopmenttrust.com](mailto:ecf@educationdevelopmenttrust.com)

W [educationdevelopmenttrust.com/ecf](http://educationdevelopmenttrust.com/ecf)

Education Development Trust is a registered charity (No. 270901) and company limited guarantee (No. 867944) | Registered in England and Wales | Registered office as above

Delivered by:



In partnership with:



Funded by:



**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.

---

### 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

---

#### Early Career Professional Development Programme,

Education Development Trust, Highbridge House,

16-18 Duke Street, Reading, Berkshire RG1 4RU

T +44 (0) 118 902 1200

E [ecf@educationdevelopmenttrust.com](mailto:ecf@educationdevelopmenttrust.com)

W [educationdevelopmenttrust.com/ecf](http://educationdevelopmenttrust.com/ecf)

Education Development Trust is a registered charity (No. 270901) and company limited guarantee (No. 867944) | Registered in England and Wales | Registered office as above

Delivered by:



In partnership with:



Funded by:

