

Privacy Notice: Information that the LGfL includes on its website

The London Grid for Learning Trust (LGfL) processes information on behalf of LAs and schools for children and the educational workforce for whom the LA and school provides services, solely to enable the LA or school to carry out specific functions for which they are responsible, such as:

- Formative assessment;
- Summative assessment;
- Parental reporting;
- Exchange of learning and teaching information between the school's learning platform and the school's management information system;
- Staff access to the various systems through a single sign-on identity;
- Learner access to their learning resources and courses through a single sign-on identity.

Compliance management

In order to achieve the above, the LGfL manages a federated system, which exceeds national standards, in which it, and its principal suppliers listed below, have each been subjected to a rigorous information security audit:

- Synetrix
- Fronter
- Atomwide

Some key points from the audit are:

- All employees of the LGfL and the above suppliers are subject to Criminal Record Bureau checks (or appropriate equivalent) if they have access to personal information.
- All access to this personal information is restricted to authorised staff who must use 2-factor authentication.
- All personal information is stored and transmitted in encrypted format unless it is being processed in what is classified as a 'hardened' location.
- Only authorised personal information is allowed to pass between the various supplier systems, and only where this supports the following Purposes:
 - for the school to support its teaching and learning programmes;
 - for the school to monitor and report on learner progress;
 - for the school to provide appropriate pastoral care, and;
 - for the school to assess how well it is doing.

Data items are passed between the suppliers solely for account matching purposes in the separate systems.

Without this matching, the learner content in the learning platform cannot be married to that in the management information system. Without this matching, both parental reporting and the single sign-on functionality will not be possible.

Data retention and disposal

The LGfL, and its suppliers, retain personal information for as long as the learner, or the educational employee attends a London school.

Personal information is destroyed once the learner or the educational employee leaves the London education system.

Devices on which personal information has been held are physically destroyed at the end of their operational use in processing information for London schools.

Subject Access Requests

An individual may request access to their personal information processed by the LGfL only in writing to the school's own Data Controller or the Subject Access Request method described in the school's own Privacy Notice.

A fee will be charged in line with the Information Commissioner's technical guidance for obtaining this personal information which will be delivered within the timescale stipulated in the ICO guidance.

LGfL Registration with the Information Commissioners Office

www.ico.gov.uk

The LGfL is registered with the Information Commissioners Office under Registration

Number: Z8306062

The Purposes for which the LGfL is registered are:

- Education
- Consultancy and Advisory Services
- Accounts & Records
- Staff Administration
- Advertising, Marketing & Public Relations
- Crime Prevention and Prosecution of Offenders
- Fundraising