

Ballumbie Primary School,
70 Lothian Crescent,
Dundee.
DD2 1QQ

Dear Parent/Carer,

I am delighted to share with you that this coming school year Ballumbie Primary will be using **Seesaw** (<http://seesaw.me>), a secure online journal where students can document and reflect on what they are learning in school. Your child will be able to add the things we work on (*including photos, videos, worksheets, drawings and voice recordings*) to their Seesaw journal and we can share them privately with you and other family members to view and comment on throughout the school year. Staff can also inform family members on important school/class/group updates as well as providing home learning opportunities. Family members will also have the opportunity to share what learning has taken place at home.

Seesaw is not part of the core digital offering which is managed by Glow. Therefore, in order for your child to use Seesaw, the app needs your child's name in order to be able to associate work like their photos, videos or voice recordings with their account. Seesaw only uses this information to provide the service. It does not use advertisements in Seesaw, create profiles of pupils, or share or sell your child's personal information or journal content. You can read more about their strong privacy promises here: <https://web.seesaw.me/privacy>. Learners will only access their information on Seesaw via a short code or through the use of a QR code.

In Seesaw all personal data can be accessed, rectified or erased.

- Seesaw account settings can be updated at any time to correct or complete account information.
- Students can export their journals at any time from their Seesaw account.
- Seesaw accounts can be deleted at any time and will be permanently deleted and all data associated with it within 60 days.
- Furthermore, Seesaw do not use personal data in any advertising and do not sell any user data.

In order for your child to use Seesaw, education establishments must get your consent. For more information on data protection, please visit <https://ico.org.uk/> the Information Commissioner's Office (ICO), the UK's data protection Ombudsman. You should also be aware that Seesaw is based in the United States of America however, under the terms of our contract we have requested that all of our data is stored within the UK. Seesaw uses a handful of third party sub processors, these are other companies which provide software services that help them do business. These companies help do things such as manage data centers to make sure Seesaw is reliable and fast or provide software that powers their customer support.

Seesaw's sub processors have all signed a Data Protection Agreement with them, which stipulates that any data we share with them will be used exclusively to provide services to us and not for any other purposes.

At the time of this leaflet, Seesaw uses the following sub processors:

- **Data centre management:**
- Amazon Web Services hosts their servers
- **Communicating with teachers, families, or administrators (not students):**
- Mailchimp for sending emails
- Mailgun for sending emails
- Twilio for sending SMS messages to families

- Opsify for providing technical support personnel
- Instant Teams for providing technical support personnel
- Zendesk for providing technical support via email
- Ada for providing technical support via chat
- Survey Monkey for conducting surveys and user research
- Thinkific for providing training to teachers
- **Communicating with current and prospective customers:**
- Autopilot for sending emails
- Boomerang for sending emails
- Outreach for sending emails

Pupils can now keep their photos, documents, voice notes etc included in their journals throughout their time at our school in order to see their learning progression. This means that any personal data associated with their account may be kept on Seesaw for their entire Nursery/Primary School Career. Teachers have been advised to review class and pupil journals at the end of the year before sending these to the new class teacher. Seesaw's Terms and Conditions state that any Seesaw class or group which has not be accessed by a teacher within a year will be automatically deleted, this ensures the security of any information contained within the class. Pupils will have their accounts deleted upon leaving Ballumbie and parents/carers can also delete their account at any time. Parents and students should contact the school to discuss deletion of an account.

Seesaw is a learning tool. Any discussions or personal information about pupils (*for example around health and wellbeing or absence*) should not appear on Seesaw, but be reported to the school/nursery office. We encourage parents/carers to support and empower children to be safe online, taking care not to upload photos/content which may include any personal data which should not be shared.

Head Teachers will have signed the Data Processing Agreement for the Class/Group to have been created and use Seesaw. Appointed administrators and specific staff in the school/nursery will have access to all class and pupil journals in order to ensure Seesaw is being used safely and correctly.

We hope that your child will enjoy using Seesaw to document and share their learning this year. Please sign below and return this permission slip so that your child can use Seesaw. (*Or use online consent form – links provided on school cover letter*).

Please sign below and return the form.

I give consent for my child, listed below, to use Seesaw for class activities throughout their time at Ballumbie Primary School.

Student Name: _____

Parent Printed Name: _____

Parent Signature: _____ Date: _____

Student Signature (for pupils reaching their 12th Birthday during this academic year only)

Signed _____

Withdrawing consent to use your information – you may withdraw your consent for the use of you or your child's personal information at any time and we will stop using your personal information for the purpose(s) for which consent was given, to discuss this please contact the Head Teacher. Mrs Paula Cheghall on 01382 438617