



## **Recording of Lessons**

### **Why we have this policy**

- Boost Your Learning will utilise the recording of online lessons and reserve the right to audio record one on one lessons to ensure the health, safety and protection of children, staff, educators, parents and visitors of the Service.
- The Director of Boost Your Learning is responsible for the operation of the system ensuring compliance with this Policy.
- Boost Your Learning Complies with the Privacy Act Code of Practice 2020 to ensure it is used responsibly and safeguards both trust and confidence in its continued use.

### **Purpose of Recording Lessons**

- Boost Your Learning has set up systems to record and store footage from all online lessons with the primary purpose of helping to ensure the safety of all tutors and students in a manner consistent with respect for an individual's privacy.
- Monitoring for security, safety and training purposes will be conducted in a professional, ethical and legal manner and any diversion of the use of recorded lessons for other purposes is prohibited by this policy.
- Any complaints must be put in writing to [manager@boostyourlearning.co.nz](mailto:manager@boostyourlearning.co.nz) within the academic term to allow us to check our files.

### **What information is kept and how long is it kept?**

- Online lesson recordings are kept and stored for one term and then will be erased from the system.
- Audio recordings of lessons will be done as a tutor deems necessary and will be kept for one term and then will be erased from the system.
- Viewing of the images will be restricted to the Director of Boost Your Learning Centre and/or staff who have been authorised by the Directors to have access within the purpose of the system.

Individuals may request access to images of themselves. Release of this information will be made in compliance with the Privacy Act 2020, which includes the protection of the privacy of other individuals.