

Before you start using the ConnectEd you should **familiarise yourself** with the layout and different functions; we also ask that you **take some time to create your profile** with all relevant information - a short paragraph about your background, experience and location will be useful for others.

We want our community to be an **inclusive forum** for **constructive** discussion, to enable **collaboration, support** and **sharing** of best practice. Please remember our settings, skills and experience are all different. We all have different approaches that might work for us, but we strive for this to be a group that promotes and defines best practice.

This community is for school based staff from across the North East. Please check the rules of different groups for membership details. Workplace is a **members-only environment**, you must be invited to join and given an access code by the Schools North East Administrators. **Schools North East** reserve the right to check the details given at sign up are correct and reserve the right to reject your application if you are not from a North East School.

What the community should be used for:

- **Connecting** with peers;
- **Contributing** to discussion;
- **Adding ideas** and thoughts on ways of working;
- **Supporting** and being supported in your role;
- **Sharing** case studies, best practice and information;
- **Collaborative** working;
- **Engage in** and **debate** research
- **Unite** schools through networks

We do not ask that you agree with everyone, and everything, but we do ask that you are **respectful and contribute to conversations in an appropriate manner**. We want everyone to feel welcome and give them the confidence to post.

Please:

- Show respect and courtesy to other users and their content at all times;
- Don't use offensive, abusive or threatening language, or promote discrimination;
- Challenge ideas, and not individuals. Please be open and kind if you are having disagreements with other members;
- Remember, we don't tolerate racism, sexism, homophobia, ageism or other forms of hate speech, or content that could be interpreted as such;
- Try to stay on topic and relevant;

- Don't spam or engage in self promotion or selling. We have a group for Jobs in Schools | North East, the region's jobs portal created by schools, for schools and all current vacancies on the portal will be advertised in this group. These are the only vacancies that are permitted to be advertised on groups on the platform. Schools North East Marketplace is for commercial organisations. We are happy for you to post recommendations based on experience;
- Make sure you have permission or a license to share or adapt the work of others and make sure you give credit where it's due;
- Try to avoid duplication of content from another website, although links are welcomed;
- Please acknowledge the sponsor of your group. Without their support we would not be able to keep this platform free to users. Your group sponsor will, up to three times a year, post updates or special offers from their organisation.
- Don't do anything illegal.

It can be hard to communicate tone of voice in written form. Take care with humour and irony, which can often be ambiguous and may come across as sarcasm. If you don't understand what another community member means, try to assume the best intentions and if unsure then ask for clarification - remembering the rules on engagement.

The content posted in this group is **not public** and **should not** be shared outside of the group **without the express consent of the author(s)**.

The Administrators aim to monitor the community interaction, but we ask that members report inappropriate posts / behaviour; if you are found to consistently ignore the terms and conditions of the community then you may have your access revoked.

Any message posted on the online community expresses only the views of the author of the message and does not necessarily reflect the views, policy or advice of Schools North East. Our moderators cannot review every post in real time, and depend on community members to report posts that are harmful or against the rules. We reserve the right to delete any message for any reason at our discretion, and to take steps that we think will benefit the whole community and its users – including suspending a user's account without notice or even banning them from using the online community. Decisions of our moderation team are final – please do not make posts complaining about moderators or moderation actions.

Posts may contain links to other web sites and files. We have no control over the content of external sites and cannot ensure that links do not lead to offensive material. We will, however, remove links that we feel are inappropriate as we become aware of them.

ACCEPTABLE USE POLICY

The purpose of this policy

It is important to us as Schools North East that all participants in our ConnectEd community have the best possible experience while using this site to participate in collaboration. To ensure this we set out in this Policy how we, at Schools North East, expect you to use the website to which you have access. We are committed to ensuring that the experience you and other users have with us is the best possible and free from risks of any nature to you and other users.

PLEASE READ THE TERMS OF THE POLICY CAREFULLY BEFORE USING THE SITE

This Policy sets out the content standards and expectations we have relating to the way you interact with the site that you have access to for purposes including uploading content to the site.

Who we are and how to contact us

Throughout this Policy we refer to ourselves as Schools North East ("Schools North East"). We are a company limited by guarantee registered in England and Wales (registered number 06450637). Our registered address is Room 115, Ellison Terrace, 1-5 Ellison Place, Newcastle upon Tyne NE1 8ST.

To contact us, please email info@schoolsnortheast.com.

By using our site you confirm the following:-

By using our site, you confirm that you are willing to comply in all respects with the terms of this Policy and that you have familiarised yourself with the details of the Policy.

If you do not agree to work within the Policy, you must refrain from using your access rights.

We may make changes to the terms of this Policy

We may amend these terms from time to time.

Prohibited uses

You may not use our site:-

- In any way that breaches any applicable local, national or international law or regulation;
- In any way that is unlawful or fraudulent, or has any unlawful or fraudulent purpose or effect;
- For the purpose of harming or attempting to harm young and/or vulnerable persons in any way;
- In any way which infringes any copyright, database rights, trademarks or other intellectual property;
- Without the express agreement in writing of Schools North East, advertise or promote any services or other sites;
- To transmit, or procure the sending of any unsolicited or unauthorised advertising or promotional material or any other form of similar solicitation (spam);

- To knowingly transmit any data, send or upload any material that contains viruses, Trojan horses, worms, time-bombs, keystroke loggers, spyware, adware or any other harmful programs or similar computer code designed to adversely affect or compromise in any other way the operation of any computer software, hardware or networked system.
- For the purpose of creating, transmitting or displaying illegal, offensive or harmful material, including but not limited to material which you upload to our site which, on the determination of Schools North East:-
 - Is contrary to the objectives of the ConnectEd Community or to the interests of Schools North East more generally;
 - Is defamatory of any person;
 - Is obscene, hateful or inflammatory;
 - Infringes any Government or other regulatory guidance or policies that are applicable to our business or to education and institutions providing education generally;
 - Is sexually explicit or promotes sexually explicit material;
 - Promotes violence;
 - Promotes discrimination based on race, sex, religion, nationality, disability, sexual orientation or age;
 - Incites or contributes in any way to any unlawful, criminal or terrorist act or assists any party to commit the same;
 - Is likely to deceive any person;
 - Invades another's privacy, or causes annoyance, inconvenience or needless anxiety;
 - Is inaccurate (where it states facts) or is not genuinely held (where it states opinions);
 - Breaches any legal duty owed to a third party, such as an enforceable promise or undertaking to do or not do something ;
 - Impersonates any person or organisation, or misrepresents your identity or affiliation with any person (***including uploading any image portraying a child who you do not have parental responsibility for unless you have the express authority of that child (if over 12 years of age and able to make decisions relating to protection of personal data) or of the person with parental responsibility for the individual represented in the image;*** or
 - Gives the impression that the contribution emanates from Schools North East, when this is not the case.

You also agree:

- Not to, save as is expressly permitted in order for you to participate in this community, reproduce, duplicate or copy any part of the ConnectEd Community.
- Not to access without authority, interfere with, damage or disrupt:
 - any part of the site;
 - any equipment or network on which our site is stored;
 - any software used in the provision of our site; or
 - any equipment or network or software owned or used by any third party.

We will do our best to assess any possible risks for users from third parties when they use any interactive service provided on our site, and we will decide in each case whether it is appropriate to use moderation of the relevant service (including what kind of moderation to use) in the light of those risks. However, we are under no obligation to oversee, monitor or moderate any interactive service we provide on our site, and we expressly exclude our liability for any loss or damage arising from the use of any interactive service by a user in contravention of this Policy and our content standards, whether the service is moderated or not.

Breach of this Policy

When we consider that a breach of this Policy has occurred, we may take such action as we deem appropriate. This could include:-

- Considering the breach to be a breach of your right to access and use the facilities we provide, whether through the site or any other basis;
- Notification of any incident that has occurred to these parties including police, safeguarding and anti-terrorism organisations according of the circumstances;
- Immediate, temporary or permanent withdrawal of your right to use our site;
- Immediate, temporary or permanent removal of any material uploaded by you to our site;
- Issue of a warning to you;
- Legal proceedings against you for reimbursement of all costs on an indemnity basis (including, but not limited to, reasonable administrative and legal costs) resulting from the breach; or
- Further legal action against you.

We exclude our liability for all action we may take in response to breaches of this acceptable use Policy. The actions we may take are not limited to those described above, and we may take any other action we reasonably deem appropriate.

Privacy Policy

This privacy policy only refers to the ConnectEd Community being run by **Schools North East**.

Schools North East (for itself and for **Schools North East Trading Limited**) provides users of its website with a general privacy notice covering other circumstances in which we may collect and hold Personal Data. If you are reviewing this privacy notice for any reason other than to see how we handle data within the funding campaign you should redirect your attention to the policy appearing at [Schools North East](#).

Why are we hosting this Community?

Schools North East is acting as a facilitator of the Community on behalf of Schools in the North East. It will act as a platform to:

- **Connecting** with peers;
- **Contributing** to discussion;
- **Adding ideas** and thoughts on ways of working;
- **Supporting** and being supported in your role;
- **Sharing** case studies, best practice and information;
- **Collaborative** working;
- **Engage in** and **debate** research
- **Unite** schools through network

This privacy policy sets how Schools North East obtains and processes Personal Data (including processing involving passing some or all of the data to third parties) and the steps that we take to protect any information that we are provided with through the ConnectEd Community.

Commitment

We are committed to respecting your privacy whilst providing the highest possible quality service and we recognise your need to know that your personal data is being lawfully processed and held in compliance with the General Data Protection Regulation (EU) 2016/679 and also the UK Data Protection Act 2018. We refer to the legislation collectively in this Privacy Policy as the "Data Protection Legislation". Personal data is any information that relates to a living individual who can be identified from that data and so covers the information you may provide to us. Please refer to the Workplace Privacy Policy for further information on how they may store data.

Purpose

We provide you with the information set out in this Privacy Policy so that if you share your personal data with us you are aware of amongst other matters, what we do with it, how we protect the data you provide, how long we hold the data and to summarise your rights that you may exercise in relation to your personal data.

Data Controller

Schools North East is the data controller of your personal data and we will only collect information in accordance with the Data Protection Legislation. Our contact details are listed below. Schools North East owns the data on ConnectEd.

Data we Collect, Process and Control

We will collect email addresses on your sign up form and this will be stored on our CRM system, external to the ConnectEd Community. When signing up you will also be given the option to allow us to use your data for contacting you with information we feel may be useful to you in your job role. You will have the option to opt out of this. Users are responsible for creating their own profile on the site.

Use of Personal Data

Schools North East will store your information for the purpose of contacting you regarding your use on the platform if required, and will not be shared with a third party.

Our processing of your data is undertaken in accordance with the consent you give at time of engagement with the site.

What we do with the information we gather

Email addresses and place of work will be stored for the purpose of contacting you regarding your use on the platform if required and will not be shared with a third party.

Automated Decision Making (profiling using your personal data)

We do not undertake any automated decision making.

How long do we hold your personal data for

The posts you make will remain in the groups for as long as the platform exists. Your profile will be deactivated but still stored in case of accounts that are not active. If you ask for your account to be deleted then the profile will be permanently deleted.

Your rights as a data subject where we hold your personal data

Under certain circumstances, you have rights under data protection laws in relation to your personal data. These include the following rights.

- The right to request erasure of your personal data;
- The right to object to processing of your personal data;
- The right to request restriction of processing your personal data;
- The right to request the transfer of your personal data;
- The right to withdraw any consent you have given; The right to request correction of your personal data.

You can find out more about your rights at the Information Commissioner's Office website:
www.ico.org.uk

If you wish to exercise any of the rights set out above, please contact us via
GDPR@schoolsnortheast.com.

You will not have to pay a fee to access your personal data (or to exercise any of your other rights). However, we may charge a reasonable fee if your request is clearly unfounded, repetitive or excessive. Alternatively, we may refuse to comply with your request in these circumstances.

We may need to request specific information from you to help us confirm your identity and ensure your right to access your personal data (or to exercise any of your other rights). This is a security measure to ensure that personal data is not disclosed to any person who has no right to receive it. We may also contact you to ask you for further information in relation to your request to speed up our response.

How we protect the security of your Personal Data

We are committed to ensuring the security of your personal data. In order to prevent unauthorised access to or disclosure of your personal data we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we hold concerning you. Access to the top level of the site is limited Admins who are Schools North East staff and all accounts are protected under password.

For Workplace privacy policy see below.

Cookies: https://my.workplace.com/work/legal/FB_Work_Cookies/?show_chrome=0

Transfers of Personal Data outside of the EEA

Schools North East does not transfer Personal Data outside of the EEA. We hold a commitment from our service provider Cargo that it will observe the same restriction and assure that the same is the case for its sub-processor Heart Internet.

We are entitled to be consulted if circumstances change and have a right to object. We would expect to object if a proposal arises to transfer data outside of the protections afforded by EEA members in a manner that is not approved by the appropriate Governmental bodies.

Third Parties use of your Personal Data

We will not sell or share your personal data with others save as expressly provided for in this Privacy Notice or where as a matter of law we are required to do so.

Tracking

We also collect information automatically about your visits to our site. The information obtained in this way, which includes demographic data and browsing patterns, is only used in aggregate form, and as such cannot be used to identify you personally. Such aggregate information helps us to audit usage of our web site and improve the service provided

Who to contact if you have concerns relating to your personal data

If you have any concerns about the way we handle your personal data please do contact us at or write to us at GDPR@schoolsnortheast.com. We will take any concerns you have seriously. In the alternative you are entitled to contact the Information Commissioner's Office and we provide the contact details below:-

<https://ico.org.uk/concerns/>

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Tel: 0303 123 1113: This is the ICO Helpline

Changes

Any changes to this Privacy Policy will be posted here.

Cookies

Please see following information.

Contact us

If you have general comments or questions about our privacy policy, or matters specific to your personal data please email GDPR@schoolsnortheast.com.

Enquiry line: 0191 204 8866

Schools North East Workplace TERMS OF SERVICE

School's North East's Workplace by Facebook service (the "Service") provides you with the ability to internally communicate with other Schools North East ConnectEd members in a similar way in which you communicate with your friends through social media. The Service is entirely separate from your personal Facebook account.

The Service is provided by Schools North East in order to give its members the opportunity to participate in an online social networking site in order to interact. Participation on or use of the Service is voluntary and is not a requirement of your employment. Use of Workplace by Facebook represents your agreement to these Terms of Service.

Even though the Service is an internal social media channel there are certain basic rules that should be followed that are similar to typical social media channels. The goal of these rules is to ensure that the Service is used in a manner that is respectful of others' rights and opinions and a productive and safe environment for all participants. Also, the tool should be used in a manner that protects Schools North East and member information. The Service is made available for individual use related to your membership on behalf of Schools North East. The Service is intended for the online discussion of Schools North East ConnectEd community - related business matters, and is not intended for use in connection with personal matters.

Remember the Service is for invited member use only. Please obtain permission from the sender/poster if you would like to utilize any information from the Service with a client or post publicly. The Service is hosted from the United States. If you are located outside of the United States, by using the Service you are consenting to the transfer of any information you input into the Service (including your personal data) to the United States for processing. Users assume all knowledge of applicable law and are responsible for compliance with any such laws. Users may not use the Service in any way that violates applicable state, federal, or international laws, regulations, government requirements or Schools North East policies and procedures.

By uploading any information, images, documents or other material on the Service, you represent and warrant that you/Schools North East have the right or have been granted the right by the owner of the material to use and publish the material throughout the Schools North East ConnectEd community. As with all Schools North East computer resources, users should have no expectation of privacy with respect to the use of the Service.

Any subject matter or related documents that are subject to a legal hold notice (i.e. subject to a legal matter or litigation) shall not be discussed or posted using the Service.

Schools North East encourages the users of the Service to express themselves and their point of view through the Service. Just to be clear, there is certain content that is inappropriate for the Service, including content which is deemed at School's North East sole discretion to be:

- Libelous, defamatory, derogatory, demeaning, malicious, abusive, offensive, or hateful towards any individual or group (including clients or competitors);
- Obscene, profane, pornographic, or sexually explicit;
- Depicting graphic or gratuitous violence;
- Making threats of any kind or intimidating, harassing, bullying or showing disrespect for anyone;
- Violating the intellectual property, privacy or publicity rights of another; or
- Violating any company policy

Facebook's terms and policies

https://fb.facebook.com/legal/FB_Work_Terms also apply to your use of the Service. Schools North East reserves the right to change these Terms of Service at any time with our without notice.

If you have any questions concerning these guidelines or a concern that any person is violating these guidelines, please contact info@schoolsnortheast.com.

Workplace Cookies Policy

Cookies & Other Storage Technologies

Cookies are small pieces of text used to store information on web browsers. Cookies are used to store and receive identifiers and other information on computers, phones, and other devices. Other technologies, including data stored on your web browser or device, identifiers associated with your device, and other software, are used for similar purposes. In this policy, we refer to all of these technologies as “cookies”.

We use cookies if you have a Workplace account. This policy explains how we use cookies and the choices you have.

Why do we use cookies?

We use cookies to store and receive identifiers and other information on computers, phones, and other devices. Cookies help us provide, protect, and improve the “Workplace Services” (which includes the Workplace websites, apps and related online services), such as by personalizing content and providing a safer experience. While the specific cookies that we use may change from time to time as we improve and update the Workplace Services, they generally fall into the below categories of use:

Type of Cookie	Purpose
Authentication	<p>We use cookies to verify your account and determine when you're logged in so we can make it easier for you to access the Workplace Services and show you the appropriate experience and features.</p> <p><u>For example:</u> We use cookies to keep you logged in as you navigate between Workplace pages. Cookies also help us remember your browser so you do not have to keep logging into Workplace.</p>
Security, site and product integrity	<p>We use cookies to help us keep your account, data and the Workplace Services safe and secure.</p> <p><u>For example:</u> Cookies can help us identify and impose additional security measures when someone may be attempting to access a Workplace account without authorization, for instance, by rapidly guessing different passwords. We also use cookies to store information that allows us to recover your account in the event you've forgotten your password or to require additional authentication if you tell us your account has been hacked.</p> <p>We also use cookies to combat activity that violates our policies or otherwise degrades our ability to provide the Workplace Services.</p>
Site features and services	<p>We use cookies to provide functionality that helps us provide Workplace to you.</p> <p><u>For example:</u> Cookies help us store preferences, know when you've seen or interacted with Workplace content, and provide you with customized content and experiences.</p> <p>We also use cookies to help provide you with content relevant to your locale.</p> <p><u>For example:</u> We store information in a cookie that is placed on your browser or device so you will see the site in your preferred language.</p>
Performance	<p>We use cookies to provide you with the best experience possible.</p> <p><u>For example:</u> Cookies help us route traffic between servers and understand how quickly the Workplace Services load for different people. Cookies also help us record the ratio and dimensions of your screen and windows and to know whether you've enabled high contrast mode, so that we can render our sites and apps correctly.</p>

Analytics and research	<p>We use cookies to better understand how people use the Workplace Services so that we can improve them.</p> <p><u>For example:</u> Cookies can help us understand how people use the Workplace Service, analyze which parts of the Workplace Services people find most useful and engaging and identify features that could be improved.</p>
Advertising and measurement	<p>We use cookies, including the Facebook pixel and the third party cookies and tags described below, on Workplace’s public information site, Workplace.com, to help us market Workplace to people who may be interested in the Workplace Services.</p> <p><u>For example:</u> Cookies allow us to help target ads to people who have previously visited Workplace’s public information site, Workplace.com.</p> <p>We also use cookies to help measure the performance of our ad campaigns.</p>

Third party cookies and tags

Other parties may use cookies on the Workplace Services to provide services to us.

We also set cookies that work with the Google Analytics service and other third party services named below on our Workplace Services to help us understand how users use Workplace and for serving ads and understanding the performance of our ads. We currently use the following third party cookies:

- Marketo – Marketo Solutions Limited, [Contact Marketo](#)
- DemandBase – DemandBase Inc, [Contact DemandBase](#)
- Tealium – Tealium Inc, [Contact Tealium](#)
- Google Analytics and the Google Pixels (including the Google Floodlight pixel, Google Analytics pixel and Google Conversion Pixel) – Google.com [Contact Google](#) (these cookies have names like __utma, __utmb, __utmc, __utmz, __qca, and _ga but these names may change according to Google’s terms and policies)

Browser cookie controls

Your browser or device may offer settings that allow you to choose whether browser cookies are set and to delete them. For more information about these controls, visit your browser or device's help material. Certain parts of the Workplace Services may not work properly if you have disabled browser cookie use.

Date of last revision: 2 September 2019