**Rocktopus Privacy Notice**

*Last updated 20/09/22*

**What Information is being collected?**

During a Rocktopus workshop, children will be filmed using the Rocktopus video camera as they perform dance moves for their finished song.

**Where does the video footage go?**

1. The video footage is initially captured on the Rocktopus video camera
2. The footage is then transferred to a Rocktopus laptop for editing
3. The finished edited videos are uploaded to Vimeo.com. Here they remain private, unlisted and unavailable to the general public
4. The Vimeo videos are embedded onto the Rocktopus website on a secure password protected page only accessible to the school and Rocktopus
5. The raw footage is then deleted from the Rocktopus Video Camera
6. The video project is then deleted from the Rocktopus laptop
7. A backup of the finished videos are stored on an external hard drive at Rocktopus HQ. If the video is somehow deleted from Vimeo, or if Vimeo themselves were to dissolve, this backup will ensure that the videos are available to the school by some other means

**How will the footage be used?**

Unless mutually agreed between Rocktopus and the school, Rocktopus will not use the raw or edited video footage for any of their own purposes. The footage is solely for use by the school and will not be used on Rocktopus social media or for any Rocktopus promotion purposes. The school are free to use the footage for whatever means they deem fit.

**Who can view the video footage?**

After completion, Rocktopus will provide the school with a secure link and password. Only people with the link and password can view the videos. It is up to the school to share the passwords with parents or other school stakeholders. Rocktopus will not provide any password information to anyone other than the school under any circumstances. If requested, Rocktopus will change the secure links and video passwords at any time.