



वरदे वीणा वादिनि

## Online Classes Privacy Policy

VOICE Host or a teacher initiating lesson is referred as “Host”

“Student” refers to all students regardless of age

This policy has been created to safeguard VOICE students taking part in any of the events /classes arranged by us.

- The Host will always initiate the call with the student(s).
- All students must use their own name as a form of identification when joining online lessons. In the case of younger students (under 16), the parent/guardian must use their own name or the child’s name.
- Any unrecognised names will not be admitted to the online lesson.
- Only the student, and their parent(s)/guardian(s) if applicable, are allowed in the room as the class will be conducted using the video. **YOU MAY CHOOSE TO KEEP YOUR VIDEO OFF .**
- Do not share the meeting ID or password or link with anyone else
- No screenshots may be taken of a teacher or children during the event.
- If a photo from the event is required, it may be requested from the Host.
- Making recordings of the event is strictly forbidden except by the Host. These will never be shared without permission from the participants.
- If there is a requirement to record a lesson or a special activity by the host then the host must adhere to the UKHS’s GDPR policy that is in place.
- In the case of students that are under 16 years old, a parent or guardian must always be in vicinity or immediately available if required.
- Student(s) must be in a communal place of the house and never in the bedroom or any private place.
- Student(s) must be appropriately dressed e.g. not in pyjamas during the lesson.
- The event or lesson will immediately end if the host feels that someone unauthorised is trying to enter from the waiting room to the lesson.