Data protection pack

Part 1: OctoDecks on one page, for your data protection lead.

In short: students don't create accounts and are never asked for their names. Each student gets a number for the lesson. Everything from a live lesson is deleted when the teacher ends it, and always within 72 hours. Teachers' decks stay on their own devices. The app has no analytics, advertising or tracking tools (the public website uses Google Analytics only with a visitor's consent, and never sees lesson data).

Roles

For student data in live lessons, **the school is the controller** and OctoDecks (Objects and Concepts Limited, company 13746187) is the **processor**. Our Data Processing Agreement meets Article 28 of the UK GDPR and applies automatically; nothing needs signing. A countersigned copy is available from hello@octodecks.com.

What student data is processed

Identity	A number assigned for the lesson (001, 002…). No names, emails, dates of birth or addresses.
Answers	Activity answers, including free text, linked to the number and room code.
Device data	IP address and an anonymous sign-in ID, processed by Google to run the connection.
Media	Slide images and, only if the teacher uses a Visualiser, its recordings.
Special category	None is asked for. Screen reader mode is remembered only on the student's own device.

Because a student could type a name into an answer, OctoDecks treats all lesson data as personal data (pseudonymous, not anonymous).

Where and how long

- **Stored in the EU** (Google Firebase, Belgium, europe-west1) during the lesson only.
- **Deleted** when the teacher ends the lesson; an automatic clean-up deletes anything left within 72 hours. No backups of lesson data are kept.
- Sign-in and page delivery use Google services that may process data outside the UK, covered by the UK-US data bridge and the UK International Data Transfer Addendum.

Security and safeguarding

- TLS in transit, encryption at rest. Only a device with the room code can read a lesson; only the teacher who started it can change or end it.
- Teachers can lock a lesson so nobody new can join, freeze answers, and remove an answer from the board.
- A profanity filter blocks unsuitable words in word clouds and free-text answers, and tells the teacher.
- Students can see classmates' answers where an activity shows them to the class, as they would on a whiteboard.
- Breaches affecting your data are reported to you within 48 hours.

Full details: octodecks.com/privacy.html, octodecks.com/dpa.html and the student notice at octodecks.com/student-privacy.html. Contact: hello@octodecks.com

Data protection impact assessment

Part 2: a template, pre-filled from OctoDecks' Privacy Policy and DPA. Your school completes the fields marked with a line and makes the decision.

School	_____
Completed by	_____
Data protection officer	_____
Date	_____

1. Why a DPIA

OctoDecks processes data about children. The data is pseudonymous, minimal and short-lived, so the risk is low, but many schools complete a DPIA for any new classroom tool that children use. This template follows the ICO's DPIA structure.

2. Description of the processing

Nature

Teachers present lesson slides from a browser. Students join on their own devices at octodecks.app by typing a room code, follow the slides and answer activities (multiple choice, polls, word clouds, short written answers). The teacher and class see the results. When the teacher ends the lesson, everything from it is deleted.

Scope

Data subjects	Students in lessons that use OctoDecks; teachers running them; anyone visible or audible in a Visualiser recording
Personal data	Lesson number, answers (including free text), IP address and anonymous device ID; slide images and Visualiser recordings if used
Special category	None intended or requested
Retention	Until the teacher ends the lesson; at most 72 hours
Number of students	_____
Year groups	_____

Context

Students are children. They don't create accounts or give personal details, and the student experience was designed with the ICO's Age Appropriate Design Code in mind: privacy-protective defaults, no profiling, no nudges to share, and a plain-language notice for students linked from the join screen.

Purpose

To check understanding during lessons, let every student respond (not only those who put a hand up), and adapt teaching to the class's answers. Accessibility features such as larger text, dyslexia-friendly fonts, read aloud and screen reader mode support students with SEND.

3. Lawful basis

The school chooses the lawful basis. For maintained schools and academies this is normally **public task** (UK GDPR Article 6(1)(e)); for independent schools it is normally **legitimate interests** (Article 6(1)(f)).

Our basis: _____

4. Necessity and proportionality

- **Minimisation:** no names, accounts or contact details; a number for each lesson only.
- **Storage limitation:** deletion at the end of each lesson, at most 72 hours.
- **Processor terms:** Article 28 DPA in force automatically; subprocessors listed, with 30 days' notice of changes.
- **Transparency:** the school's privacy notice should mention OctoDecks; a student notice and a parent letter (Part 3) are provided.
- **Rights:** in practice no student data remains after a lesson, so access and erasure requests usually have nothing to act on.

5. Risks and measures

Risk	Measures	Residual risk
A student types their own or another person's name or personal details into a free-text answer	Students told not to (join screen notice, teacher reminder). Teacher can remove an answer from the board. Deleted when the lesson ends.	Low
Unsuitable language shown to the class	Profanity filter blocks and flags it to the teacher only; teacher can freeze input and remove answers.	Low
Someone outside the class joins with the room code	Codes change every lesson and expire that day. Teacher sees how many have joined and can lock the lesson.	Low
Classmates see each other's answers	By design, as on a whiteboard; answers show a number, not a name. Teachers choose which activities to use.	Low
Data kept longer than needed	Deleted at the end of the lesson; automatic clean-up within 72 hours; no backups.	Low
Transfers outside the UK	Lesson data in the EU (adequate). Sign-in and hosting by Google under the UK-US data bridge and IDTA.	Low
A Visualiser recording captures a face, voice or name	Only if the teacher uses a Visualiser; deleted after the lesson unless the teacher downloads it, then held under school policy.	Low
Data breach at the processor	Encryption, access controls, two-step verification for staff; notification within 48 hours.	Low

6. School actions

- [ ] Add OctoDecks to the school's privacy notice and list of processors.
- [ ] Remind staff: students mustn't type names or personal details into answers, and activities shouldn't ask for special category data.
- [ ] Agree whether staff may use the Visualiser, and where any downloaded recordings are kept.
- [ ] Send the parent and carer letter (Part 3), or add its wording to your newsletter.
- [ ] Share the IT and network checklist with your technicians.

7. Outcome and sign-off

Overall residual risk	_____
DPO advice	_____ _____
Approved by	_____
Role	_____
Date	_____
Review date	_____

This template is provided to help your school. It isn't legal advice, and your school remains responsible for its own assessment. The facts about OctoDecks in it come from our Privacy Policy and Data Processing Agreement, version 1.1 (23 October 2026).

Letter to parents and carers

Part 3: a template. Put it on school letterhead, or copy the wording into a newsletter.

Dear parents and carers,

In some lessons, your child's teachers are using **OctoDecks**. The teacher shows the lesson on the board, and students can follow it and answer questions on a phone, tablet or laptop. It helps teachers check that everyone understands, not only the students who put their hand up.

What your child does

Your child goes to octodecks.app and types a code from the board. They don't create an account and aren't asked for their name, email or any other details. They are given a number, such as `004`, for that lesson only.

What happens to their answers

Answers are linked to that number, not to your child's name. Everything from the lesson is deleted when the teacher ends it, and always within 72 hours. Nothing is used for advertising, and OctoDecks doesn't track students.

Help with reading and access

On their own screen, your child can make the text bigger, choose a font that's easier to read, change the background colour, hear the slide read aloud, or try a harder version of a task. Only your child sees which of these they use.

Devices

_____

_____

For example: "Students may use their own phone in lessons when the teacher asks, or will be given a school device."

OctoDecks is provided by Objects and Concepts Limited, which handles this data on the school's behalf under a data processing agreement. You can read more at octodecks.com/privacy.html, and your child can read the short student notice at octodecks.com/student-privacy.html. If you have any questions, please contact _____.

Yours faithfully,

_____

_____