

Privacy Notice for Lecture Recording

This privacy notice is to tell you how your personal data is used and protected by Walsall College.

For the purpose of this privacy notice, sessions are defined as:

- Lectures.
- Workshops.
- Class sessions.
- Meetings (1:1).

Why are some teaching sessions recorded?

The COVID-19 pandemic has changed the way in Walsall College works and delivers its services. In order to improve our student experience of teaching sessions being delivered online, Walsall College may record teaching sessions, to use as part of staff development and to complete our quality learning walks. The recorded session enables tutors to reflect on the teaching sessions and plan future lessons accordingly.

Is the whole recording personal data?

Not all of the recording will be collecting personal data of the student. Where cameras and microphones are turned off and students are not using the chat function, only the tutors personal data will be recorded. However, parts of that recording could still count as personal data according to data protection laws. Personal data in recordings would include your name, images of you and any opinions you contribute and anything you say about yourself.

What is the lawful basis of processing personal data in the recorded session?

The lawful basis for processing this personal data is legitimate interests. This applies when the data processing is not required by law but is of a clear benefit to the organisation or the individual, there is limited privacy impact on you as the individual and we think you would reasonably expect us to use the personal data in this way. Tutors do not need to ask permission to record the session, either on campus or if being delivered online. However, we will always notify students that a session is being recorded before the session starts.

Can I opt out of having my personal data recorded?

If the teaching is happening in person and you do not want to be recorded you will need to make sure you are not in view of the video camera and you could choose not to speak during that session.

If the teaching session is taking place online you could mute your microphone or turn off your webcam. We hope you don't feel the need to do this, as your tutors and your fellow students value your contribution to the sessions, but you are allowed to do so unless the session is being recorded for assessment purposes and your contribution is being assessed. You can choose what name to display in your Teams or Zoom account and therefore, this will show on the screen. We encourage the use of your real name, as this will help your tutors and fellow students to know who you are, but you do not need to display your full name. It also helps when marking the attendance register for that session. If your real name is not displayed, this could cause you to get an unauthorised absence mark.

How are the recordings stored and shared?

The sessions are stored on the College's systems and authorised software i.e. Teams. The information will only be shared with the relevant staff for training purposes. The sessions will only be stored on the mentioned systems for one calendar year, after this period the recording will be deleted.

Where can I get more information?

Walsall College's Data Protection Policy is available on the website:

<https://www.walsallcollege.ac.uk/wp-content/uploads/2020/07/Data-Protection-Policy-v-1.3.pdf>.

The information Commissioner's Office is the regulatory body for data protection. You can read about your data protection rights on the Information Commissioner's Website <https://ico.org.uk/your-data-matters/> and also in the main Privacy Notice for Students, on the Walsall College website: <https://www.walsallcollege.ac.uk/wp-content/uploads/2020/10/Privacy-Statements-MIS-V1.16.pdf>.

You have the right to lodge a complaint with the Information Commissioner's Office about the handling of your personal data and can find out more about this on their website <https://ico.org.uk/concerns/handling/>