

# Recording of Sessions Privacy Notice



## Introduction

As a Data Controller, South West College ("the College") values the relationships with all our students, staff and stakeholders and recognises and respects the importance of protecting the privacy of your personal data. The College will process all personal data in compliance with GDPR and the Data Protection Act 2018 for the purpose of providing you with a service you have requested and to meet our statutory obligations.

This Privacy Notice explains how South West College (SWC) processes personal data when recording sessions. For the purpose of this notice, "sessions" include:

- Lectures
- Workshops
- Class sessions
- Meetings

Recording sessions supports SWC's commitment to delivering accessible, high-quality education and accurate meeting records. Recordings may be used for learning reinforcement, accessibility compliance, and assessment purposes.

We will never ask for information that is unnecessary to deliver this service. SWC is the Data Controller registered with the Information Commissioner Office (ICO) and is responsible under the Data Protection Act 2018 for the personal data that you submit to us.

The Data Protection Officer for the College is Nicola Nugent.

The College's registration reference number with ICO is Z1124639.

## Lawful Basis for Processing

Our lawful basis for processing your personal data in relation to the recording of sessions are as follows:

- **Article 6.1(f)** – processing is necessary for the purposes of the legitimate interests pursued by the controller or by a third party, except where such interests are overridden by the interests or fundamental rights and freedoms of

the data subject which require protection of personal data, in particular where the data subject is a child.

Where recordings are essential for assessment, participation is mandatory. For other sessions, individuals will be informed at the start that recording is taking place. You may choose to:

- Turn off your camera
- Mute your microphone
- Request the recording be paused before contributing

If a recording of a session is required for assessment purposes then students being assessed will not have the option to opt out and must participate fully in the recorded session to meet the assessment requirements. Such recordings will only be made available to those involved in the assessment or validation of the work.

Additional protections apply to recordings involving children or vulnerable adults. The College will ensure that consent is obtained from a parent or guardian where required, and that all processing is carried out in accordance with safeguarding policies.

### **Personal Data Captured When Recording**

When sessions are being recorded the personal information that may be captured includes:

- Name
- Gender
- Personal Opinions
- Contributions to discussions and chat logs.
- Images (where video capture is also being used)

Where special category data (such as health information, ethnicity, or other sensitive personal data) may be captured during recorded sessions, the College will ensure additional safeguards are in place and process such data only where strictly necessary and in accordance with Article 9 of UK GDPR.

### **Purpose of Processing**

The purpose of recording sessions is to:

- Provide course materials for students unable to attend live sessions
- Enable repeated viewing for learning reinforcement
- Support assessment and validation
- Meet accessibility obligations
- Facilitate accurate meeting minutes

### **How do we Collect Personal Data?**

Recordings will only take place using College authorised software ie Teams or Collaborate.

Recordings are stored and processed using College-authorised platforms (such as Teams or Collaborate). The College ensures that all third-party service providers comply with UK GDPR and have appropriate data protection agreements in place.

### **Who will have access to my information, or who will you share it with?**

Recordings of lectures and class sessions will be made available to relevant student groups via Canvas, the College's virtual learning environment. Recordings for assessment purposes will only be made available to those involved in the assessment or validation of the work. Recordings of meetings will only be available to the minute taker and deleted once the minutes have been recorded.

### **Data Subjects Rights**

You have the right to:

- To be informed about what we do with your information at point of data collection
- Access your personal data that we process;
- To rectify inaccuracies in personal data that we hold about you;
- To be forgotten, that is your details to be removed from systems that we use to process your personal data
- To restrict the processing of your personal data
- To obtain a copy of your personal data in a commonly used electronic form
- To object to certain processing of your personal data by us
- To request that we stop sending you direct marketing communications
- To withdraw consent – only where processing is based on consent
- To not give consent to the recording of your contribution to class discussion when sessions are being recorded unless your contribution is essential for

assessment purposes.

For additional information on exercising your rights, please contact our Data Protection Officer or see our [Data Protection Policy](#).

In the event of a personal data breach involving recorded sessions, the College will notify affected individuals promptly in accordance with its Data Breach Response Policy and UK GDPR requirements.

### **Retention Period**

We will only retain personal data for as long as necessary to fulfil the purpose we collected it for, for the purpose of satisfying any legal, accounting or reporting requirements. The College will retain records in line with the FE Sector Retention and Disposal Schedule. For full details on Data Protection and your Rights, please visit our website [www.swc.ac.uk/discover/public-information/data-protection](http://www.swc.ac.uk/discover/public-information/data-protection)

### **International Data Transfer**

Transfer of personal data to the European Union, to third countries or international organisations is restricted under UK GDPR regulations. Overseas sharing will be processed in accordance with [Chapter V](#) of UK GDPR.

### **The Right to Lodge a Complaint**

If you are not happy with how your information is being processed by the College, please contact the DPO:

*Data Protection Officer*

*South West College*

*2 Mountjoy Road*

*Omagh*

*Co Tyrone    BT79 7AH*

*Email: [gdpr@swc.ac.uk](mailto:gdpr@swc.ac.uk)*

If you are dissatisfied with the College response, you have a right to complain to the Information Commissioners Office (ICO).

**The ICO contact details are:**

*Information Commissioner's Office  
Wycliffe House  
Water Lane  
Cheshire SK9 5AF  
Tel: 0303 123 1113 or 01625 545 745*

**Your duty to inform us of changes**

It is important that the personal information we hold about you is accurate and current. Please keep us informed if your personal information changes during your working relationship with us.

**Use of Artificial Intelligence (AI) and Automated Decision Making**

South West College may use Artificial Intelligence (AI) technologies to support application processing, enrolment management, and to enhance student services. Where AI tools process personal data, this will be done in compliance with UK GDPR and the Data Protection Act 2018. All outputs generated by AI are subject to human review before any decisions affecting individuals are made.

The College will not use automated decision making, including AI, to make decisions that will have significant impacts on data subjects without appropriate safeguards.

**Failure to provide personal information**

If you fail to provide certain information when requested, we will not be able to fulfil our legal obligations or deliver the service you have requested.

**Changes to this Privacy Notice**

We reserve the right to update this privacy notice at any time and the current version is available at <http://www.swc.ac.uk/discover/public-information/data-protection>.

This Privacy Notice is reviewed annually, or sooner if there are significant changes in legislation, College Policy, or processing activities.