

Privacy Notice – South West College – Recording of Sessions

Introduction

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

- Lectures
- Workshops
- Class sessions
- Meetings

The COVID 19 pandemic has change the way in which SWC, like many other organisations, works and delivers its services. During the COVID 19 pandemic, the ability to record lectures and class sessions to provide the excellent educational experience that SWC aspires to deliver to its students, has become increasingly valuable to all College students. The ability to record lectures is also another way in which the College can meet is requirements to provide a service which is accessible to all. In addition, the use of Teams to hold meetings has opened up the possibility of recording meetings to enable the production of accurate minutes.

SWC values its relationships with all students, staff and stakeholders and this notice explains how the College will use and protect personal data when recording lectures and meetings. The College will process all personal data in compliance with the UK GDPR and the Data Protection Act 2018.

SWC is the Data Controller registered with the Information Commissioner Office (ICO).

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

The Data Protection Officer for the College is: Joanne Lucas

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)

Lawful Basis

The lawful basis on which the College is relying to process personal data by recording is:

- **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.

Students and participants in sessions will always be informed at the start of the session that the session is being recorded. If a student or participant does not wish to have their image or voice heard they can turn off or cover their camera and mute their mic. If a student wishes to make a contribution but does not want to be recorded, the lecturer will pause the recording.

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.

Purpose of Processing

The purpose of recording sessions is to:

- Make available course material and class session to students who may have difficulties accessing remote learning synchronously;
- Make available sessions for repeated viewing to embed learning or reinforce information provided;
- Assess students when appropriate;
- Meet the College's accessibility obligations;
- Allow the accurate recording of meeting minutes.

How do we Collect Personal Data?

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

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](#).

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

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

*Data Protection Officer
South West College
Burn Road
Cookstown
Co Tyrone
BT80 8DN*

Email: 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

Changes to this Privacy Notice

We reserve the right to update this privacy notice where there is a significant or unforeseen change to our processing activity. We will notify you of any updates to this notice.