

Privacy Notice for Lecture Capture at York St John University

All personal information gathered and held by York St John University is treated with the care and confidentiality required by the General Data Protection Regulation (GDPR) and the Data Protection Act 2018. This privacy notice sets out the ways in which York St John collect, use, store and share your data and details the rights you retain in relation to your personal information.

Who are we?

For the purposes of processing your personal information in this instance, the data controller is York St John University, Lord Mayor's Walk, York, YO31 7EX. The University's Data Protection Officer is the University Secretary, York St John University, Lord Mayor's Walk, York, YO31 7EX, tel: 01904 624624 , email: us@yorks.ac.uk.

What information do we collect?

As part of the University's blended approach to learning, some lectures may be recorded and made accessible online, usually to enable absent students to view the lecture at a more suitable time. Depending on how the teaching session is delivered, this may include the recording of audio or video of the tutors and/or students. These individuals may be identifiable on the recording of the lecture.

What legal basis do we have for processing your personal data?

The GDPR requires us to establish a legal basis for processing your information. For the purpose of this privacy notice the processing is covered under GDPR Article 6 (1)(f) where the processing is necessary for your legitimate interests or the legitimate interests of a third party, unless there is a good reason to protect the individual's personal data which overrides those legitimate interests. Tutors do not need to ask permission to record the lecture, either on campus or if the lecture is being delivered online.

Can I opt out of being recorded?

If the teaching is happening in person and you do not want to be recorded, you can make sure you are not in view of the camera and you could choose not to speak during that session or ask the tutor to edit out where you spoke. They will consider whether or not it is reasonable to achieve this, but are not obliged to do so.

If the teaching session is taking place online you could mute your microphone or turn off your webcam. Please note that, in most cases, your name will still be visible in the attendees list and this may form part of the recording.

Where do we store and process your personal data?

Recordings of lectures are stored within Microsoft Teams, but lectures may be made accessible to students via other means. Your data will always be processed in a safe and secure manner and in accordance with the UK GDPR.

How do we secure your personal data?

In order to ensure that the safety and security of such data is maintained, we will:

- protect data against accidental loss
- prevent unauthorised access to, use of, destruction of or disclosure of the data
- ensure business continuity and disaster recovery
- restrict access to personal information
- conduct Privacy Impact Assessments in accordance with the law and University policies
- train staff and contractors on data security
- manage third party risks, through use of contracts and security reviews

How long do we keep your personal data?

The maximum time that the recording of the lecture will be retained is the duration of your studies at York St John University.

What are your rights in relation to your personal data?

Under the GDPR, you have a right to:

- be kept informed as to how we use your data;
- request a copy of the data we hold about you via a Subject Access Request;
- update, amend or rectify the data we hold about you;
- change your communication preferences;
- ask us to remove your data from our records;
- object to or restrict the processing of your information
- raise a concern or complaint about the way in which your information is being used.

Any questions or concerns?

If you have any questions or concerns about the way we are collecting and using your personal data we request that you contact us at York St John University, Lord Mayor's Walk, York, YO31 7EX, email: us@yorks.ac.uk, tel: 01904 624624. You also have the right to complain to the Information Commissioner's Office (ICO) about the way in which we process your personal data. Details can be found at: <https://ico.org.uk>.