

## Lecture Recording Privacy Notice

The University encourages lecture recording across all Schools to allow students to revisit the delivered teaching in their own time to reflect and check learning. This will be useful to all students, but will be particularly helpful to individuals who:

- do not speak English as their first language
- have a hearing impairment
- find it more difficult to process information in a 'live' lecture environment

It also means that students who are unable to attend a particular lecture or teaching session are able to catch up on what they have missed.

This privacy notice is for staff and students, and sets out how we process your personal information when we record lectures and make them available for viewing. This privacy notice falls under our overarching notices linked below. For full details on how the University processes your personal information, please refer to these notices.

[Staff Privacy Notice](#)

[Student Privacy Notice](#)

### What information will we collect?

- Your voice
- Your image (where video recording is enabled)
- The content of the lecture/teaching session
- Any other information you choose to disclose (including personal opinions) whilst recording is taking place

### What is our purpose for processing your information?

Academic staff will record their lectures and teaching sessions where it is appropriate to do so, and then upload them to Panopto so that students are able to rewatch the lecture through the relevant Blackboard course pages.

This allows the University to ensure that it is providing equal opportunities in its teaching offer by removing barriers to accessibility. Students are able to revisit content or specific aspects multiple times, as well as make use of features such as pause and rewind to support their own personal learning preferences and needs.

### What is our lawful basis for processing your information?

The processing of your information is necessary for the legitimate interests of the University, in accordance with Article 6(1)(f) of the UK GDPR.

The University has a legitimate interest in providing consistent, accessible and equitable education to all of its students, and making recordings of lectures available to students where appropriate is necessary in meeting this interest.

### **Who will we share your data with?**

Staff will make copies of recordings available through Blackboard, where they can be accessed by students enrolled on the relevant courses or modules. Certain University staff including module & course leaders, and administrators will also have access.

Recordings may be shared with students from different cohorts on the same course or module, but only where there is no student input recorded or any student input has been edited out of the footage.

In the case of a disciplinary or health & safety incident, the recording may be viewed by or released to the staff members who are directly involved with the investigation.

Recordings will not normally be shared outside of the University, however there may be rare cases where the University decides it is necessary to provide this information to external organisations, for example to the police or courts to assist with a criminal investigation or prosecution.

### **How long will we keep your data?**

Lecture recordings will be stored in Blackboard for a period of 2 years, after which time they will be automatically archived and only retrievable upon request.

### **Your rights:**

#### Opt-out (right to object)

Where possible, we want to give students the option to 'opt-out' of being recorded, for example by sitting in a part of the room not covered by the camera or microphone, or lecturers stopping the recording to allow students to participate without their contribution being recorded. Staff also have the ability to edit the footage after a lecture to remove specific parts of the recording (for example if a student inadvertently shares sensitive personal information during the session, they could ask for this to be removed).

'Opting-out' is also known as your right to object.

In most cases we will be able to allow students to freely opt-out without this affecting the recording and publishing of the lecture. However, there may be instances where allowing you to opt-out would impact on other students who were relying on recordings being available, in which case we will consider your objection, based on your specific circumstances. We may decide to continue using your information if our legitimate interest outweighs your objection.

More information on opting-out is available in our guidance to staff and [students](#). Any queries or concerns about opting out should be directed to [infoassurance@worc.ac.uk](mailto:infoassurance@worc.ac.uk).

### Access

You have a right to request access to any of your personal data that the University is processing. You will already have access to any available lecture recordings that contain your data whilst you are a student, however please contact [infoassurance@worc.ac.uk](mailto:infoassurance@worc.ac.uk) if you would like to make a subject access request for information about you.

### Other rights

Information on your other rights in relation to the processing of this information can be found in our full privacy notices, available via the links at the top of this notice.