

## 1. Introduction and Data Controller

The University of Northumbria at Newcastle (“we”, “our”, “us”) is registered with the Information Commissioners Office as a Data Controller - Registration Number [Z7674926](#). We are committed to processing personal data in accordance with our obligations under the UK General Data Protection Regulation (GDPR) and related UK data protection Act 2018.

This privacy notice describes how and why we process the personal data of staff, students and guests in relation to recording taught sessions delivered on-campus and on-line. This notice explains how personal data will be processed for this purpose and your rights under the GDPR. More information about the general processing of data, including how to exercise your rights is published under University [Privacy Notices](#).

## 2. Why do we process your Personal Data?

The recording of taught sessions provides students with consistent and repeated access to core content for each module, aiding their study and preparation for assessments. By enabling the recording of taught sessions, we support our students in studying with confidence.

The recordings will be particularly beneficial for students who must work to support their studies, promoting parity and equality among students. It also serves as a valuable resource and a contingency measure for any disruptions to engagement and attendance for students with caring responsibilities, health conditions or disabilities.

## 3. Categories of Personal Data we process

Personal data, or personal information, means any information about an individual from which that person can be identified. During the recording of sessions the following data may be recorded of lecturers, students or external parties (e.g. guest lecturers):

- Images
- Voice
- Name
- Personal opinions
- Contributions made (e.g. audience participation, chat logs)

## 4. How we processed data

The University makes use of a cloud-based installation of Panopto. All this information is stored in North America.

Recordings will be released to students as appropriate within the teaching schedule via the module Blackboard site typically within 48 hours (or 2 working days) of the session or at the appropriate point in the semester for pre-recorded materials. Students are permitted to access and view recordings for their private study and non-commercial research only. Access to recordings is controlled and limited to students enrolled on modules and the staff teaching on the programme. This typically means that only students enrolled on the module can view the content, though there may be instances where it is shared across courses or modules.

Recordings will not be used for staff performance management without the prior agreement of the tutor but may be used for self-reflection and teaching enhancement by the tutor.

### 5. The lawful basis for processing your data

The first principle of the General Data Protection Regulation (GDPR) requires that whenever an organisation processes personal data, it must be processed 'lawfully, fairly and in a transparent manner'. In accordance with data protection legislation, the University the lawful basis for processing personal data captured during educational activities may vary depending upon the situation or the individuals.

The lawful basis for processing academic staff data is "contract" and/or "public task". This is because the staff are undertaking the work as part of their contract with the institution, and it is within the institution's public task to provide learning and teaching resources.

Where we have a Legal obligation to do so, for example recording educational activities is an important means of the University ensuring that disabled students are not disadvantaged in accordance with its obligations under the Equality Act 2010. Some processing is necessary because a Student Accessibility Plan requires sessions are recorded for or by students with disclosed disabilities and additional support.

Some recording is undertaken under legitimate interests because there is a clear benefit to us or to you as a student, for example for personal study, and where we have determined that there is limited privacy impact.

#### **What about Consent?**

We do not need to seek specific consent or permission from staff and students to record each educational activity as the processing is in line with one of the other lawful basis, as listed above.

Students will be informed as part of annual enrolment that taught sessions are routinely recorded.

Where students are asked to give formal presentations or make substantial contributions during the course of the educational activity or where there may be an intention to publish material somewhere other than on the internal systems (e.g. on an external website, shared with other students outside of the programme) consent will be obtained from the students concerned before the session takes place. If this is not possible, these sessions will not be recorded.

External third parties, such as guest lecturers, are required to sign a consent form.

#### **Right to object to being recorded**

For on-campus sessions, students can request for recording to be paused when asking questions. Students on-line are advised they can mute microphones and cover/switch off cameras if they do not wish their personal data to be captured and recordings can be paused when they wish to ask a question.

### 6. How do we keep your Personal Data Secure?

The University makes use of the cloud-based installation of Panopto. This means that a certain amount of information about staff and students is sent to Panopto. All this information is stored in North America. Information about the data collected, who can see it and what use is made of it by Panopto, is covered by the Panopto Privacy Policies.

### 7. How Long will your Personal Data be Held?

Recordings will be retained for 3 years beyond the end of the academic year in line with section 4.1.5 of the University [records retention schedule](#).