

Teams Recordings – North West Regional College

Introduction

North West Regional College (Data Controller) seeks to provide the best learning experience for students and applicants. Lecture capture is the live recording of a teaching session that can be used for further educational purposes. The benefit of this lecture capture is improved accessibility and the creation of opportunity for students to review lectures/teaching multiple times. We will never ask for information that is not necessary to deliver this service. One of our responsibilities is to tell you about the different ways we collect and use your personal data. This Privacy Notice will give you further information about how your personal data will be used when lecture capture is used by the College.

The Data Protection Officer for the College is: **Lois McKean**, DPO@nwrc.ac.uk

The College's registration reference number with ICO is: **Z4821243**.

Lawful Basis for Processing

The College uses personal data through lecture capture under the lawful basis of pursuing legitimate interests of the College and students/applicants.

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

Staff will always make students and applicants aware that a teaching or information session is about to be recorded at the start of the session and refer the individuals to this privacy notice. The lecturer will decide at which point to commence/stop recording. If a student or applicant wishes to opt out of a recording, they will be advised to inform the lecturer/event organiser at the start of the session. Students are advised they can mute microphones and cover/switch off cameras if they do not wish their personal data to be captured. Once a recording has started it will not be possible to opt out. If the recording is needed for assessment, recordings will only be available to the assessors or validators of the work.

The College Privacy Notice is available on the College's website: [NWRC Privacy Notice](#)

Categories of Personal Data

During lecture capture the following data may be recorded of both lecturers and students:

- Images (in video recordings)
- Voices
- Names
- Personal opinions
- Actions taken or contributions made (e.g. audience participation and chat logs)

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

Lectures or recordings will be made available to students via Moodle/Canvas, the College's virtual learning environment and will follow the current access settings in Moodle/Canvas. The recordings will be captured using Microsoft Teams and this processor may capture the following personal data:

- IP address
- Email address
- ISP address

For the privacy notices of these processor please use the links below:
<https://privacy.microsoft.com/en-gb/privacystatement>

These recordings will be kept in line with the FE Sector Retention and Disposal Schedule. For full details on Data Protection and your Rights, please visit our website: [Privacy and Data Protection | North West Regional College \(nwrc.ac.uk\)](https://www.nwrc.ac.uk/privacy-and-data-protection)

The Right to Lodge a Complaint

If you are not happy with how your information is being processed by the College, you can contact the Data Protection & Information Compliance Officer:

Lois McKean
Data Protection & Information Compliance Officer
NWRC
Strand Road
Derry~Londonderry
BT48 7AL
Tel: 02871 276154
Email: DPO@nwrc.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 – Northern Ireland
3rd Floor
14 Cromac Place,
Belfast
BT7 2JB
Tel: 028 9027 8757 / 0303 123 114