

Privacy Notice – Online Lecture Recording

The Data Controller of the information being collected is:

Forth Valley College, Grangemouth Road, Falkirk. FK2 9AD
ICO Registration Number: Z9720531

For any queries or concerns about how your personal data is being processed you can contact the Data Protection Officer at: dataprotection@forthvalley.ac.uk

This privacy statement relates to the following process:

The College is currently operating on a 'virtual' basis, with many lectures taking place online via various organisational collaboration tools, such as Skype for Business, Microsoft Teams, etc. Some lectures may be recorded, for subsequent placement in the College VLE, (or on the original platform), to support students who would use the materials for recall, students with additional support needs, or students who missed the original lecture.

Your information will be used for the following purposes:

Your data (audio, video) will be stored on the organisational VLE (Moodle) or on other platforms, to support students who may require to view the materials after the original lecture. If you wish to make arrangements to ensure that your data is not stored (audio, video), please contact your lecturer before the lecture. In most platforms, it is possible for attendees to switch off audio/video participation.

Our lawful basis for using the data is/are: (delete as appropriate)

Use is necessary for the performance of a contract with you or to take steps, at your request, before entering into such a contract.

Use is necessary for the performing a task in the public interest or under official authority vested in us.

If you were to withhold the personal information we require for this process, there would be no consequences for you. It is possible to attend a lecture and not participate by use of audio or video at your end.

Your data will, or may, be shared with the following recipients or categories of recipient:

Other students and college staff may view the content of the lecture recording.

This process does not involve your data being sent outside of the European Union.

The processing of your data does not involve automated decision making.

Your data will be retained for one academic year.

The following rights are rights of data subjects:

- The right to access your personal data
- The right to rectification if the personal data we hold about you is incorrect
- The right to restrict processing of your personal data

The following rights apply only in certain circumstances:

- The right to withdraw consent at any time if consent is our lawful basis for processing your data
- The right to object to our processing of your personal data
- The right to request erasure (deletion) of your personal data
- The right to data portability

You also have the right to lodge a complaint with the Information Commissioner's Office about our handling of your data. Contact: casework@ico.org.uk