

## Dublin City University Data Protection Privacy Notice: Recording of lectures

### Introduction

In compliance with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018, Dublin City University (DCU) is the Data Controller in respect of personal data relating to new and current students.

Due to the extraordinary circumstances of the ongoing Covid-19 public health emergency, Dublin City University (DCU), as with all higher level institutions and our wider society, has had to rapidly adapt to ensure student and staff safety, together with delivery of classes.

Among the necessary changes, DCU has moved to delivering all or part of lectures and tutorials online, via live and recorded video. This includes recording of live online lectures/tutorials.

- Who?** DCU is the Data Controller for these recordings. They will be saved by your lecturer/tutor on the DCU's secure network where technically possible.
- Why?** To facilitate students during the 'hybrid' delivery of lectures while Covid restrictions on attending campus remain in place. Recordings will assist students who have difficulty with broadband connections, and those who have certain disabilities.
- Where?** Recordings will be stored securely on the DCU network, and will be shared via [Loop](#).
- With whom?** Recordings will be shared with the students in your module. You should not re-share these recordings outside of your module.
- How long?** Recordings may be retained up to one year, after which they will be permanently deleted by DCU.

### How do I know if the lecture / tutorial is being recorded?

At the start of each lecture / tutorial, the person delivering the session will state verbally, and will display a notice on screen, to inform students whether or not the session is being recorded. This will enable participants to make personal choices with regard to their involvement in the recording.

In addition, within the online platform where the lecture / tutorial is being delivered, a red circle or icon will appear, together with the word "Recording," to notify participants that the session is being recorded.

**Students must not make their own recordings from their computer/device.** To do so may result in an unlawful infringement of the data protection rights of DCU students and staff.

## Is the whole recording personal data?

Parts of the recording which amount to personal data are protected under data protection laws.

**Personal data** is defined as “any information relating to an identified or identifiable natural person.” In the context of a recording of a lecture / tutorial, this may include your name, images of you, anything you say or disclose about yourself, or the audio of your voice.

**Special categories of personal data** are types of personal data which reveal racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic data and biometric data processed for the purpose of uniquely identifying a natural person.

Lecturers will take extra measures to ensure the security of a lecture / tutorial if expressions of opinions containing special categories of personal data are likely to be recorded.

The measures required will be assessed on a case-by-case basis, but may include, for example:

- An explicit agreement that students will not attempt to download the recording, share it or edit it in any way;
- A spoken reminder of students’ privacy rights prior to a discussion in which special category data is likely to be discussed;
- The lecturer may decide to stop the recording for the duration of a discussion involving special category data;
- The lecturer may decide not to upload the recording, or portion of the recording, in which special category data is discussed.

## Lawfulness of processing

The legal bases for processing personal data as described above are as follows:

- The processing is necessary for the performance of a task carried out in the public interest (i.e. in accordance with the Universities Act and in the context and circumstances arising out of the coronavirus public health emergency ([GDPR Article 6\(1\)\(e\)](#));
- The processing is necessary for the performance of a contract to which the Data Subject is party, i.e. as a student who is enrolled with Dublin City University ([GDPR Article 6\(1\)\(b\)](#)); and
- Special categories of personal data are processed on the basis of the above and on the basis of [GDPR Article 9\(2\)\(j\)](#).

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Lecturers / tutors do not need to ask permission to record the lecture but, as set out above, will inform students in advance of any recording.

Recordings may not subsequently be used for any purposes that are incompatible with those for which they were originally made.

## **Can I opt out of having my personal data recorded?**

Where the lecture / tutorial is taking place online, students may mute their microphone and/or switch off their webcam. Students are encouraged to participate and engage in lectures and tutorials, as appropriate, but a student is entitled to exercise their right not to participate (except in circumstances where a recording is being made for assessment purposes and the student's contribution is being assessed).

## **How are the recordings stored and shared?**

Lecturers and tutors use devices issued and encrypted by [ISS](#), where possible. Recordings will be uploaded to Loop, to the specific module page for that lecture/tutorial.

The recordings will remain on that Loop page for the rest of the academic year, after which the recording will be permanently deleted by DCU. The recordings will be accessible to relevant staff and relevant students only, and they should not be downloaded, copied, edited, shared, circulated further outside of Loop, or used for any other purpose than the relevant course of study

In accordance with the Data Protection Act 2018, where DCU has received a lawful request relating to a specific investigation, DCU may share the recordings with An Garda Síochána and/or other law enforcement agencies, for the prevention or detection of crime.

## **Your rights**

Data protection law (GDPR and the Data Protection Act 2018), you have certain [rights as a "data subject"](#). Subject to certain limitations, these rights include:

- The right to have any errors relating to your personal data corrected ("right to rectification")
- The right, in certain circumstances, to have your personal data erased ("right to be forgotten")
- The right to access and obtain a copy of your personal data ("right of access")
- The right, in certain circumstances, to object to the continued processing of your personal data ("the right to object")

Should you have any specific queries in relation to these rights or any other data protection matter, please contact the DCU Data Protection Unit: [data.protection@dcu.ie](mailto:data.protection@dcu.ie)

If you are not satisfied with how DCU has handled your personal data, or wish to complain, you may wish to contact the Data Protection Commission: <https://www.dataprotection.ie/>

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## More information


DCU Privacy Policy: [https://www.dcu.ie/sites/default/files/policy/25 - data\\_privacy\\_policy\\_v3.3.pdf](https://www.dcu.ie/sites/default/files/policy/25 - data_privacy_policy_v3.3.pdf)

DCU Data Protection Unit: <https://www.dcu.ie/ocoo/data-protection>

Attending DCU – Student Information: <https://www.dcu.ie/attendingdcu-students>

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The logo of Dublin City University (DCU) is located in the bottom right corner of the table. It features the letters 'DCU' in a stylized blue font with a yellow swoosh above it. Below the letters, the text 'Official Chartered' and 'Shoolie Agha Cluich' is written in a smaller font, followed by 'Dublin City University'.

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