

Privacy Notice – Video Lesson Capture

Introduction

This privacy notice is intended to be read by students as well as anyone who has been listed as a permitted contact by a student inclusive of parents, guardians and carers. The term 'student' is inclusive of all provisions including further education, higher education, part and full-time courses and apprenticeships.

This privacy notice describes how we; University Centre Somerset College Group (UCS College Group) collect, use and protect your information. In this context, we are called the data controller.

About the Group

UCS College Group is a group consisting of Bridgwater College, Taunton College, Cannington College and Strode College.

Name: UCS College Group

Email address: dpo@ucscollegegoup.ac.uk

Data Protection Officer: Emma Kilner

UCS College Group are the data controller for the purposes of data protection law, and we are registered with the Information Commissions Office (ICO) Registration Number **Z4677243**.

Personal data we collect about you

UCS College Group makes available Video Lesson Capture technology in some teaching spaces and for certain events. In this context, Video Lesson Capture means 'the live recording of a taught session to create a resource that can use used for educational purposes'.

There are a number of educational benefits to this, for example improved accessibility and enabling multiple reviews. These audio and video recordings will capture some personal data of the lecturer and potentially of people attending the lecture or event. This privacy notice explains how the College will use this information.

Type of data collected during a recording

The following types of personal data may be captured during a recording:

- Image (in video recordings)
- Personal opinions
- Actions taken or contributions made (e.g. audience participation)

The software used may record personal data of the lecturer, student or other person attending an event or group lesson. This software is primarily a teaching tool; it is not intended that lesson capture software should be used or record sensitive or special category data.

How recordings are made available

Recordings relating to taught material will be made available to appropriate registered students. We will not share these recordings with any other external organisation. Any specific requests from a third party for us to share your personal data with them will be dealt with in accordance with the provisions of the data protection laws.

Your rights

Teachers can choose whether to record a session or not. When a tutor session or lesson is being recorded, the teacher can stop recording at any time.

Similarly, students and others attending a lesson can choose if they want their personal data to be included in a recording.

If you are a student or a person attending an open event and do not wish to be included in any recording, please let the teacher/event organiser know before the start of the session.

Students cannot normally opt out when a recording is part of an assessed summative item or work, however any material recorded for summative work would not be made available to anyone apart from the assessors of the work.

Lawful basis for using your data

The College Group is using your personal data in this way in pursuit of our legitimate interests in providing lessons to students, staff and other e.g. members of the public attending a public event such as an open event.

How long we keep recordings

The College Group will keep recordings containing students for the duration of the course, after which the recording will be reviewed and deleted.

Further information

For general information on your data protection rights, who to contact if you have a complaint or a concern about the accuracy, retention or processing of your personal information and for other information about data protection please contact the Data Protection Officer dpo@ucscollegegoup.ac.uk