



Privacy notice – recording of taught sessions

Data Controller of the information being collected

For Higher Education (HE) students, the Data Controller of the information being collected is the University of the Highlands and Islands (UHI), Executive Office, UHI House, Old Perth Road, Inverness IV2 3JH. Phone: 01463 279 000. For any queries or concerns about how your personal data is being processed you can contact the Data Protection Officer at dataprotectionofficer@uhi.ac.uk.

For Further Education (FE) students, the Data Controller of the information being collected is your Academic Partner College: Appendix 1. For any queries or concerns about how your personal data is being processed you can contact the relevant Data Protection Officer listed in Appendix 1.

This privacy statement relates to the following process

Recording of taught sessions.

Definitions

Educational purposes: instruction, research and/or scholarly activity, for example, non-commercial instruction or curriculum-based teaching by staff; non-commercial study or research and/or the presentation of research findings at non-commercial conferences, workshops, or seminars.

Recording: any type of recording, including, but not limited to, photographs, digital images, voices, sounds, video recordings, audio clips or accompanying written descriptions or transcripts.

Taught session: formal teaching sessions such as a lecture, seminar, tutorial, laboratory session, field trip or other taught session. This will usually take the form of recording your lectures/seminars/tutorials when they are delivered by desktop or studio video conferencing. **Note:** not all taught sessions are recorded, you will be informed at the beginning of the session if it is being recorded.



Purposes

Purpose 1: Recording of taught sessions as specified in Personal Learning Support Plans (PLSP)

These are recordings made for use by students who have a recognised additional support need for the session to be recorded.

In certain circumstances, recordings of taught sessions may be permitted by students with disclosed disabilities and additional support needs. This is only if it is deemed to be a reasonable adjustment under current equalities legislation and has been specified in the student's Personal Learning Support Plan (PLSP). The recording is made solely for the personal use of the student with the PLSP. For further details of what constitutes a 'taught session' see the Definitions section of this notice.

Purpose 2: Recording of taught sessions for educational purposes by UHI

UHI may record taught sessions to allow students and staff to view recordings of taught sessions to enhance their educational experience and overcome access problems due to work commitments, caring responsibilities, or ill health. It provides students with the opportunity to revise. Recordings are also of benefit to students whose first language is not that in which the unit/module/course is delivered. This will usually take the form of recording the sessions and making them available to you and your peers enrolled on your unit/module/course for the purposes of catch up or revision. Note: some units/modules/courses are delivered to multiple cohorts in the same semester. This means that other students on the unit/module/course who are not in your class will be able to view the recording. For further details of what constitutes a 'taught session' see the Definitions section of this notice.

What personal data will be recorded?

Purpose 1: Recording for PLSP purpose (Legal obligation)

Your image (video recording of you), audio, text chat, and using collaboration tools (for example, a whiteboard) to the extent that you interact with the taught session using these tools. In most cases, the entire session will be recorded.



Purpose 2: Recording for educational purpose

Your image (video recording of you), audio, text chat, and using collaboration tools (for example, a whiteboard) to the extent that you interact with the taught session using these tools. In some cases, only parts of the session will be recorded for educational purposes, the person recording the session will inform you of this.

Right to object to being recorded

You have the right to object (without any disadvantage to yourself) to being recorded. Notification of your objection will be made available to the relevant teaching staff. Note: taught sessions may still be recorded for and/or by students who have taught session recordings specified in their personal learning support plan (PLSP).

You may object by signing in to [UHI records](#), click Students & Staff Login. Sign in. On the left, Click Student Hub, Personal Details, Recording options. Click the checkbox next to “I do not wish to be recorded in taught sessions”. Click Update. You may also remove your objection at any time by following the steps above and unchecking the checkbox.

It can take up to 15 working days for your objection to be registered by teaching staff. Please turn off your video and audio when you are in a recorded taught session.

Legal reason for using the data

Purpose 1: legal obligation

Recording for Personal Learning Support Plan (PLSP) purpose. Recording of taught sessions for or by students with disclosed disabilities and additional support needs could be deemed to be a reasonable adjustment under current equalities legislation. This must be specified in the student’s PLSP.

Purpose 2: legitimate interest

Recording for educational purposes. To allow students to view recordings of taught sessions to enhance their educational experience and overcoming access problems due to work commitments, caring responsibilities or ill health. Recordings are also of benefit to students whose first language is not that in which the unit/module/course is delivered.



Data sharing

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

Purpose 1

The student who has recording of taught sessions specified in their Personal Learning Support Plan (PLSP). In some cases, the recording may be viewed by their support team, for example, their Personal Academic Tutor.

Purpose 2

Staff teaching on, and students enrolled on the unit/module/course for which the recording was made. Please note that some programmes/units/modules are delivered to multiple cohorts in the same semester.

Data retention

Your data will be retained for the following length of time:

Purpose 1: recording as specified in a personal learning support plan (PLSP).

A condition of permitting such recordings is that students will delete any recordings on completion of the final assessment to which the unit/module/course relates or upon leaving the college/university, whichever is sooner.

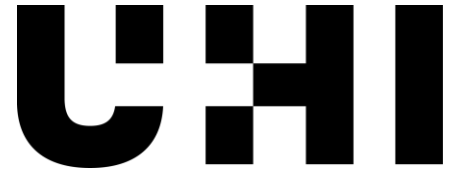
Purpose 2: recording for educational purpose

Recordings will be deleted 365 days from the date of recording, unless you have given formal written permission (by completing the institution's Audio-visual release form) for the recording to be retained as a Reusable Learning Object (RLO).

Rights of data subjects

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.



Appendix 1: Academic Partner Data Controllers of the information being collected for FE students

For all Partners, other than UHI Inverness, you can contact dataprotectionofficer@uhi.ac.uk.
For UHI Inverness please contact data.controller.ic@uhi.ac.uk.

- UHI Argyll : West Bay, Dunoon, Argyll, PA23 7HP Phone: +44 (0)345 230 9969
- UHI Inverness: 1 Inverness Campus, Inverness, IV2 5NA Phone: +44 (0)1463 273000
- UHI Moray: Moray Street, Elgin, Moray, IV30 1JJ Phone: +44 (0)1343 576000
- UHI North Highland College: Ormlie Road, Thurso, Caithness, KW14 7EE Phone: +44 (0)1847 889000
- UHI Orkney: East Road, Kirkwall, Orkney, KW15 1LX Phone: +44 (0)1856 569000
- UHI Outer Hebrides: Stornoway, Isle of Lewis, HS2 0XR Phone: +44 (0)1851 770000
- UHI Perth: Perth College UHI, Crieff Road, Perth, PH1 2NX Phone: +44 (0)345 270 1177
- UHI Shetland College: Gremista, Lerwick, Shetland, ZE1 0PX Phone: +44 (0)1595 771000
- UHI West Highland College: Carmichael Way, Fort William, PH33 6FF Phone: +44 (0)1397 874000
- Sabhal Mòr Ostaig: Slèite, An t-Eilean Sgitheanach Alba, IV44 8RQ Phone: +44 (0) 1471 888000