

Privacy Notice – Online Lecture Recording

The Data Controller of the information being collected is:

West College Scotland, Clydebank Campus, Queens' Quay, Glasgow. G81 1BF
ICO Registration Number: ZA004894

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

This privacy statement relates to the following process:

The College often operates 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 MS Streams (MS Teams recordings) or on the College multimedia server, 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 processed (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 bases for using the data are:

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 UK.

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. Visit: <https://ico.org.uk/>

Signed off: Assistant Principal, Creativity and Skills, DPO

Date: December 2022