

Privacy statement in the context of streaming and recording lectures within the University of Twente.

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Introduction:

As a service to its students, the University of Twente (UT), can record and/or stream lectures. so that students can review them simultaneous or at a later stage. This can be an audio or audio and video recordings. Visible plates will be placed in the vicinity of the lecture hall indicating possible recording and/or streaming of a lecture. If the student does not want to be visible in the lecture, the student has the option of choosing a seat out of the view of the camera (if possible), attending the lecture outside the lecture hall, at the same time or at a later time. Recordings of lectures will only be made available to students enrolled in the course to which the lecture relates; they will not be publicly available to everyone.

HANDLING YOUR PERSONAL DATA

The platform through which lectures are streamed and/or recorded that is used by the UT is committed to protecting your privacy by keeping the confidentiality and security of your personal data. This document provides the data subjects (students) and other concerned persons (teachers) with insight into how we collect, use, and share your personal data. We process personal data in accordance with the General Data Protection Regulation (GDPR).

COLLECTING YOUR PERSONAL DATA

The UT only collects personal data if this is necessary and intended for a specific purpose, in this specific case offering a service whereby students can simultaneously follow a lecture remotely or watch a lecture afterwards.

The personal data that we collect are:

- Image and sound recordings made during the lecture;
- Chat and other digital conversations (whether or not with the aid of a digital whiteboard) in which questions can be asked by the student, in which personal data is included (for example, the name of the student asking the question).
- Profile basic information - the data that students provide when registering to the college available online, including your e-mail address and student number;

USE OF YOUR PERSONAL DATA

The personal data that the UT collects is used with respect to the GDPR, Art. 6 regulations.

REGISTRATION

The UT uses personal data collected from you for operational management purposes and to be able to properly perform its legal tasks and obligations regarding education. The following overview describes the most important processes that the UT uses to collect and process personal data, stating the most important elements of each process:

- Education and educational support: applications and enrolment in courses (giving lectures), conducting educational activities; creating, providing and/or distributing educational materials;
- Access: platform registration, authentication, and account and services access;
- Research and research support: Research administration and research details;
- Operational management: IT management, security and operation of our platform, archiving and legal procedures, internal analytics and reporting;

The UT must notify the 'Data Protection Officer' (in Dutch: Functionaris Gegevensbescherming (FG)) of registrations (processing of personal data). This gives the UT a complete overview of all registrations. The data we collected can be used for statistical research. We always act in accordance with the legal requirements.

ACCOUNT AND CONTACT BY EMAIL

Your e-mail address and your student number that you provide to access a lecture is an essential part of our service. In addition to the other purposes, this email is used for the purpose of sending and/or receiving notifications or any other information in connection to our services, such as enrollment in a course or a request for information.

RETENTION PERIOD

Your personal data will be kept for as long as it is necessary to achieve the objectives for which they were collected and processed. An exception may be made if it is necessary to keep information for historical, statistical or scientific purposes or if it is required or permitted by law (such as tax, accounting or other legal requirements and statutory regulations). When we have no ongoing legitimate need or purpose in this policy, or legal requirement to keep or process your personal information, we will either delete it or anonymize it within 30 days past the termination of your account. If this is not possible (as in case when your data is stored in backup archives), then we will securely store your personal information and isolate it from any access until deletion is possible.

PROTECTION OF YOUR PERSONAL DATA

SECURITY MEASURES

The UT attaches great importance to protecting your privacy and take appropriate measures in order to do so. We take organizational and technical measures to ensure that it is safe for you to attend a lecture, which includes safe hosting of the website/ used applications, data storage and communication. We use the available resources to minimize the risk of unauthorized persons gaining access to your personal data or unlawful use or disclosure of your details.

ACCESS OF UNIVERSITY STAFF / THIRD PARTIES

The information that the UT collects about you cannot be accessed by everyone. Only employees of the UT have access to the information and then only if they need it in order to do their job. These persons are authorized to access the information using name and password security. All staff with such access is bound by a confidentiality clause on the grounds of the Collective Labor Agreement for Universities in the Netherlands.

ISSUING TO THIRD PARTIES

The UT will only pass on your personal data to third parties under specific circumstances. For example, if we are legally obliged to do so or if you have given us your consent. The University will only pass on your information if we consider it necessary in order to:

- comply with statutory regulations or legal processes;
- protect the rights and property of the UT;
- protect your personal safety under critical circumstances.

Information that cannot be traced to individual persons may be issued to third parties for statistical and historical purposes.

STORING YOUR INFORMATION

Personal details that we have collected from you may be stored and processed in the Netherlands or any other country within the European Union. In exceptional situations, data may be processed in a country outside the European Union. We only allow this if the legally required security and privacy measures have been taken.

YOUR RIGHTS

ACCESS

You can exercise your right of access to see and retrieve a copy of your personal information that we hold and process, and to verify the lawfulness of the processing. For this reason, you can send us an email to the Data Protection Officer at dpo@utwente.nl.

INFORMATION

This privacy statement informs you of the way in which the UT handles your personal data. If you would like to know more on this topic, you can send an e-mail to dpo@utwente.nl.

INSPECTION

If the UT have processed your personal details, you are entitled to inspect them. If you would like to exercise this right, please contact the Data Protection Officer at dpo@utwente.nl.

RECTIFICATION

If you consider that this information is incorrect or incomplete, you may ask us to rectify it. You can email us on dpo@utwente.nl.

ERASURE OR PROTECTION

You may also ask us to remove or protect data, for example if they are not relevant to the purpose for which they were collected. In case you would like to use this right you can email us on dpo@utwente.nl.

FILE A COMPLAINT

If you are not satisfied with the way we handle your personal data, you can file a complaint to the supervisory authority. This is the Dutch Data Protection Supervisor (in Dutch: Autoriteit Persoonsgegevens). On the website www.autoriteitpersoonsgegevens.nl you can find how to submit a complaint.

RESTRICTION OF PROCESSING

In case you want to assess the accuracy of your data, or you have objected to our use of the data or on the lawfulness of the data processing, you can ask us to suspend the processing of your data including profiling, when it is on relevant grounds. In order to exercise this right you can email us on dpo@utwente.nl. We can keep your data if we have the legitimate right to the processing which overrides your interests, rights and freedoms, or for the establishment, exercise or defense of legal claims.

CHANGES TO THE PRIVACY STATEMENT

We may change this privacy statement if there are new developments in our working practice or if there are changes in the relevant laws or legal precedents. Any changes to it will have an immediate effect following the posting on this page, with an updated validity date, and update notification pop-up displayed on your screen the first time you login with your personal account. If you disagree with any of the changes, you can close your personal account.