



PRIVACY NOTICE: RECORDING ONLINE LECTURES AND MEETINGS

Staff at Manchester Metropolitan University (The University) often deliver meetings and lectures to colleagues, students and third parties external to the University online. On occasion, these sessions are recorded. The University is the Controller in respect of any personal data processed during these sessions. This notice provides further information about the process of participating in one of these sessions and also addresses instances where these sessions are recorded.

The personal data we process

We will always consider the privacy of the attendees and will only record online meetings and lectures where there is a recognised benefit in doing so. Many of our online public lectures will be recorded, and we will announce this in all publicity.

By nature, the type of personal data will vary depending on the type of session being delivered. Depending on how the meeting is held, the processing and/or recording may include audio (via microphone) or video (via webcam footage) of the attendees and a list of all attendees, including any in-meeting chat functions, which is likely considered to be personal data under data protection laws. Any contributions you make to the session may also be personal data,

Our lawful basis for processing such data will vary depending on the nature of the meeting. For example, lectures and academic discussion groups will be run and recorded under 'public task' for the student attendees and 'contract' for the staff member or external guest speaker delivering. Team meetings between university staff and other individuals are conducted under 'contract' or 'legitimate interests'. For this reason, you will not be asked to give your formal consent before joining the session, even in instances where the session is being recorded. Out of courtesy, the staff member delivering the session may ask for your 'informed consent', but this is not required.

Can I opt out of having my personal data recorded or processed?

If you would not like to be recorded or have certain details shared, please ensure your microphone and video camera are muted and switched off. Alternatively, if you do need to ask a question and are unable to do this anonymously during a recording (for example, through an anonymous chat message), you can ask the staff member to edit out the section where you spoke or were recorded or ask them to pause the recording. They will consider your request and satisfy this where it is reasonable to do so. Where the session is recorded, it is recommended that you do not contribute to the session if you would not like to be



recorded or that you raise any concerns about the recording prior to the session taking place. Staff members are encouraged to offer 'recording breaks' in recorded sessions to allow audience members to contribute without being recorded, however, these may not always be provided.

To request erasure of a recording, please contact the recording owner (the staff member who delivered the session) or contact r.oates@mmu.ac.uk.

How is information stored and shared?

How the recordings are stored will depend on the platform being used by the member of staff. Meetings and lectures delivered on Microsoft Teams will be stored securely on Microsoft Stream (cloud storage). Recordings may also be stored locally on MMU's servers (such as in Moodle, MMUtube, OneDrive or SharePoint) and shared with relevant individuals (i.e. professional team).

Recordings will be retained for as long as it is necessary in accordance with MMU's Retention and Disposal Schedule (<https://www.mmu.ac.uk/records-management/retention-and-disposal-schedule>). Specifically, video content will be automatically retained on Microsoft Cloud storage for 21 days from the date of recording, after which point they will be deleted or moved to local storage for a minimum of 12 months (for example, to Stream, Moodle or MMUtube). Recordings of public lectures will be available on www.culturesofdisability.com website, which is linked to the MMUtube video storage.

Your rights in respect of the processing

The GDPR provides data subject with the following data subject rights:

- The right to be informed, this privacy notice assists with fulfilling these obligations.
- The right of access
- The right to rectification
- The right to erasure
- The right to restrict processing
- The right to data portability
- The right to object.

Please note, that these rights apply in certain circumstances, for example according to the lawful basis utilised by the University. The right of access to personal information held about you exists in order to be aware of, and verify, the lawfulness of the processing. Please use the contact information below to exercise these rights.

Contacting Us:



For questions or concerns about this Privacy Notice, or our use of your personal information, please contact the relevant academic member of staff in the first instance. This is r.oates@mmu.ac.uk or by using the 'contact us' details on the website www.culturesofdisability.com.

Our Data Protection Officer can also be contacted using dataprotection@mmu.ac.uk, by calling 0161 247 3884 or in writing to: Data Protection Officer, Legal Services, All Saints Building, Manchester Metropolitan University, Manchester, M15 6BH.

Right to lodge a complaint with the supervisory authority.

You have the right to lodge a complaint with the Information Commissioner's Office (ICO) as the supervisory authority in respect of the processing of your personal data. We would encourage you to expend our internal complaints procedure through our initial contact and the University Data Protection Officer, prior to contacting the ICO. Please contact casework@ico.org.uk, or telephone 03031231113. For further contact information please see <https://ico.org.uk/global/contact-us>.