In line with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018 (DPA 2018) Babcock Training Ltd. (33 Wigmore Street, London, W1U 1QX) is the data controller and we process your personal data as a new or current student in compliance with the law. This document is to tell you how that personal data is used and protected by Babcock in relation to recorded virtual classroom sessions.

# Why are virtual classroom sessions recorded?

Recordings are made of virtual classroom sessions for:

* Students absent from a session to catch up (this should not be seen as a substitution for attending the live session).
* Students to re-watch a session for revision purposes.
* Quality and training purposes.

Babcock will capture the virtual classroom sessions using the individual university platforms, for example Panopto. These sessions are then made available to students on that cohort via the university virtual learning environment (VLE) for example Blackboard. Although the majority of face to face sessions are also recorded, virtual classroom sessions differ as they may also include the recording of the lecturers and students.

# How do I know if the virtual classroom session is being recorded?

All virtual classroom sessions will be recorded.

# Is the whole recording personal data?

No. Parts of that recording could count as personal data according to data protection laws. Personal data in recordings would include your name, images of you and any personal information you say about yourself.

# What is the lawful basis of processing personal data in the recorded virtual classroom sessions?

The lawful basis for processing this personal data is legitimate interests. This applies when the data processing is not required by law but is of a clear benefit to the organisation or the individual, there is limited privacy impact on you as the individual and we think you would reasonably expect us to use the personal data in the way that we wish to. Lecturers do not need to ask permission to record the session, either on campus or if being delivered online.

# Can I opt out of having my personal data recorded?

If you would like to opt out of having your personal data recorded please complete the form below and submit it to your lecturer. They will then discuss with you how best to ensure you can still maximise your learning experience. This may include options to turn off your camera so the recording does not capture you on video. If the session is being recorded for assessment purposes and your contribution is being assessed you may still be required to fully participate in the recorded session.

# How are the recordings stored and shared?

The recordings will be kept securely on the university server, which is in the UK or EU. The recordings will stored and posted on the relevant VLE and be available for students for a limited period of time after the session. The maximum duration will be nine academic years as this is the maximum period of student registration (i.e. the maximum time a student has in which to complete their programme of study). The recording is then permanently deleted. The recordings will be accessible to relevant staff and relevant students.

The university may share the recordings with the police and other law enforcement agencies, for the prevention or detection of crime.

Click here to access the form.



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