

Lincoln Diocese Board of Education

Privacy Notice for Training Course/Online Event Recording In line with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018 (DPA)

Lincoln Diocese Board of Education (LDBE) is a data controller and we process your personal data as a course delegate in compliance with the law. This privacy notice is to inform you how your personal data is used and protected by LDBE.

Why are some training courses/online events recorded?

To improve quality and monitor delegate experience of online delivery methods, LDBE may record some or all of your online training session or event. Course recordings will also be made available to delegates who have been unable to attend a particular module, course or event. These recordings will be stored on LDBE's secure server, and will be shared with course delegates via a secure Google Drive. All recordings will be set to 'view only' and will not be available for download by delegates or any other external parties. Depending on how the course is delivered this may include the recording of audio or video of the course leaders and/or delegates.

How do I know if the course/online event is being recorded?

In the event that a training course/online event is being recorded, the course leader/event facilitator will inform all delegates at the start of the event, before proceeding with recording. If a course/event is being delivered via MS Teams or Zoom, you will also know if it is being recorded as a red circle and the red text 'Recording' will show on your computer screen.

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 opinions you contribute and anything you say about yourself.

What is the lawful basis of processing personal data in the recorded course/event?

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. Course leaders/event facilitators do not need to ask permission to record the course or event if being delivered online.

Can I opt out of having my personal data recorded?

If you do not wish to be recorded you should ensure your webcam is turned off and your microphone is muted. You could choose not to speak during that session or ask the course leader/event facilitator to edit out where you spoke. They will consider the reasonableness of this to achieve but are not obliged to do it. We hope you don't feel the need to do this as your course facilitator and your fellow delegates value your contribution to the sessions but you are allowed to do so. Your name will show within the Zoom session although to further anonymise yourself you may wish to rename yourself (i.e. to your initials, school name etc.).

How are recordings stored and shared?

Recordings are stored within the LDBE's secure server for no more than two years. Recordings will be uploaded to a secure Google Drive for a limited period (no more than 2 weeks) to be accessed by paying delegates via a secure link. The recordings will be 'locked down' to prevent them being downloaded or otherwise edited by delegates. Recordings will be stored in line with GDPR data retention timescales and then deleted. The recordings will be accessible to relevant LDBE staff and relevant course delegates only. Delegates are not permitted to download, share or edit the recordings in any way. They will remain accessible via the shared link for a specified period (no longer than two weeks) to allow delegates to access the material at a time convenient to them. LDBE reserves the right to share the recordings with the police and other law enforcement agencies, for the prevention or detection of crime.

Where can I get more information?

LDBE's Data Protection Policy is available on the website. For further information or to make a complaint please contact the Information Commissioner's Office Website <https://ico.org.uk/your-data-matters/>.