



Trinity College Dublin

Coláiste na Tríonóide, Baile Átha Cliath

The University of Dublin

Data Protection

Guidance and Best Practice

Online Teaching & Learning – Recorded Sessions

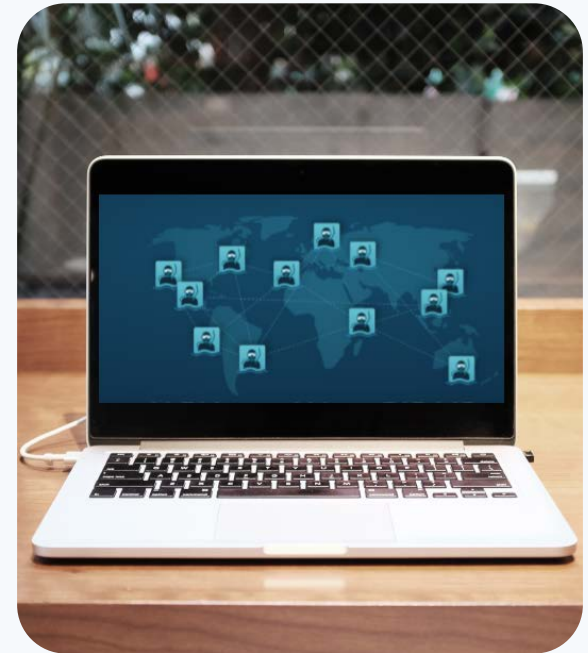
Aim of Data Protection

Data Protection aims to:

- Provide greater control to people over how their personal data is used
- Govern how organisations such as Trinity College should manage personal data
- Impact how personal data is collected, used and protected by the University

Data Protection law requires that Trinity must:

- Be fully transparent about how the University is using and safeguarding personal data
- Be able to demonstrate accountability for data processing activities
- Implement effective data management strategies to safeguard individuals' rights



What is Personal Data?

The GDPR provides a definition of what constitutes personal data:

- Any information relating to an identified or identifiable natural person ('data subject')
- An identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person
- **Images and voices are considered as personal data**



Guidance - Videoconferencing

- Use Trinity-controlled and approved software solutions only for Trinity-related communications
- Avoid using software that is not approved by Trinity, for example; **WhatsApp, Instagram** or **Facebook Messenger** for College purposes
- Use Trinity accounts, email addresses, phone numbers etc. for College-related videoconferencing calls, to avoid the unnecessary collection of personal contact or social media details
- Use alternative platforms and accounts for personal use



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Approved Software - 1

Videoconferencing software products at Trinity College which are supported by IT Services:

Blackboard Collaborate Ultra

Introduction video from IT Services is available at:

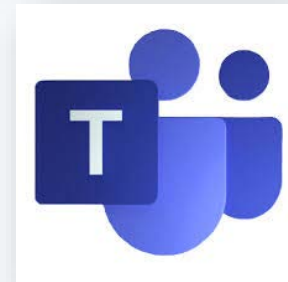
<https://www.youtube.com/watch?v=KqgxAKlvHI4&feature=youtu.be>



Microsoft Teams

Information from IT Services on how to use Teams is available at:

<https://www.tcd.ie/itservices/teams/index.php>



Approved Software - 2

Videoconferencing software products at Trinity College which are supported by IT Services:

Panopto

Information from IT Services on how to use Panopto is available at:

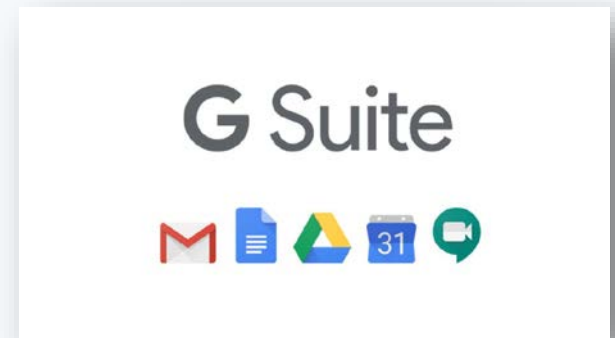
<https://www.tcd.ie/itservices/lecture-capture/>



Google Hangouts

Information from IT Services on the use of MyZone – Google Drive is available at:

<https://www.tcd.ie/itservices/email/kb/student-email-about-myzone.php>



Guidance - Zoom

- If using Zoom for College purposes ensure to use a Trinity-controlled account only
- Where Zoom is to be used, a licence must be purchased via a Trinity School, Research Institute or Department so that the account remains under the control of the University
- Do not use personal Zoom accounts for College purposes such as teaching & learning
- To avoid potential 'Zoom-bombing' only hold meetings that are password-protected. Never share the meeting ID or meeting password on public platforms. Only share meeting IDs and meeting passwords directly with guests and advise guests to keep these access credentials secure
- Use the 'Waiting Room' function for sessions

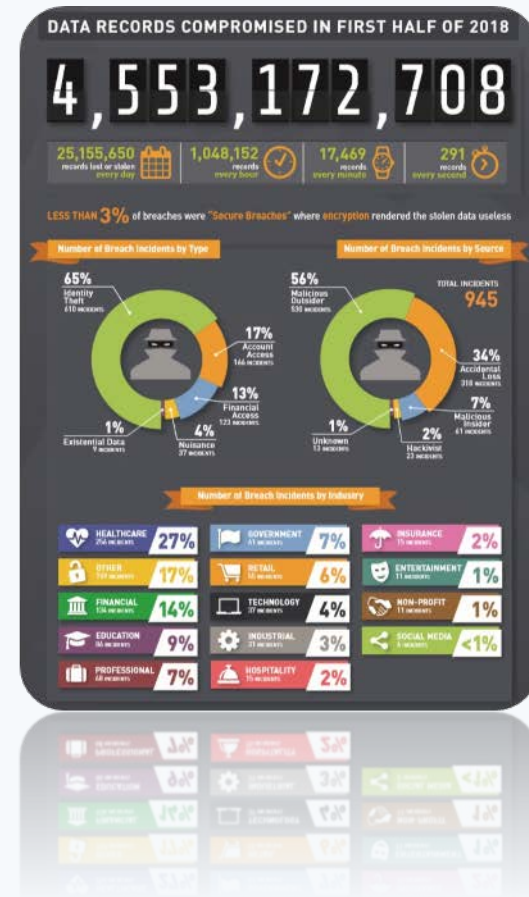


Guidance on using Zoom securely:
https://www.tcd.ie/info_compliance/assets/pdf/Zoom-Data-Protection-Guidance-0420.pdf



Data Protection Principles

- Use recordings and associated data (e.g. session notes) for relevant purposes only
- Avoid collecting unnecessary or excessive data
- Keep information up-to-date and accurate
- Implement appropriate security controls such as account access controls and limit use and data sharing to what is necessary
- Keep saved files in College-controlled Cloud storage systems and avoid saving data to your computer or laptop's hard drive
- Ensure that devices used for College-related purposes have system and security updates and antivirus software installed - contact IT Services for support
- Only retain data for as long as it is needed and securely delete data when no longer required



Importance of Data Protection

- Personal data has become a currency that enables people to progress through life
- Used correctly, this data rarely has any negative impact for individuals
- If data is lost, stolen or mislaid, it can harm individuals' rights and freedoms
- Trinity, as a data controller, is entrusted to safeguard personal data under GDPR
- The University processes large volumes of personal data, which creates a significant responsibility to protect the rights of individuals
- Further information on individuals' rights under the legislation and responsibilities for Trinity can be found on the Trinity Data Protection website or from the Data Protection Officer

Data Protection Website

https://www.tcd.ie/info_compliance/data-protection

Trinity College Data Protection Officer

dataprotection@tcd.ie



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Fair and Transparent Processing

- The recording of lectures, tutorials and seminars represents a challenge with regard to data protection compliance
- Processing of personal data must be lawful, fair and transparent and in compliance with GDPR
- Lecturers should incorporate the **'Student Online Teaching Advice Notice'** (see concluding slide) in the opening slide deck of teaching/research presentations
- Lecturers should take time to ensure that session participants are informed of any intended recording of sessions - Individuals who are participating in recorded sessions should be made aware of the **Advice Notice** at the outset of each session in order to ensure that they are adequately informed of the intended processing of their personal data
- In the event that people are uncomfortable with being recorded it is important to engage with them to discuss issues and possible alternatives



Fair and Transparent Processing

- Session participants should not photograph or record sessions via personal devices – sessions must be viewed via authorised channels (e.g. the Trinity Blackboard VLE) only
- Be mindful of your physical environment and conscious of who/what may be captured by your device's camera and microphone during online sessions
- Advise fellow session participants when other people are visible in the background
- Remember to log out, mute, or turn off video, as appropriate, when you leave or take a break from an online session
- Do not use chat functionality for unrelated or inappropriate comments
- **Remember, we are all in this together. Treat your colleagues' personal data as you would like yours to be treated!**



Student Online Teaching Advice Notice

The materials and content presented within this session are intended solely for use in a context of teaching and learning at Trinity.

Any session recorded for subsequent review is made available solely for the purpose of enhancing student learning.

Students should not edit or modify the recording in any way, nor disseminate it for use outside of a context of teaching and learning at Trinity.

Please be mindful of your physical environment and conscious of what may be captured by the device camera and microphone during videoconferencing calls.

Recorded materials will be handled in compliance with Trinity's statutory duties under the Universities Act, 1997 and in accordance with the University's [policies and procedures](#).

Further information on data protection and best practice when using videoconferencing software is available at https://www.tcd.ie/info_compliance/data-protection/.

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Thank You

