Data Protection

Guidance and Best Practice when using Videoconferencing Software
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 College

**Data Protection law requires that Trinity must:**

- Be fully transparent about how the College 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
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=KqgxAKlvHl4&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:

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 College
- Do not use personal Zoom accounts for College purposes
- 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

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 College processes large volumes of personal data, which creates a significant responsibility to protect the rights of individuals
- Further information on the principles, rights and responsibilities for Trinity can be found on the College’s Data Protection website or from the College Data Protection Officer

Data Protection Website
https://www.tcd.ie/info_compliance/data-protection

College Data Protection Officer
dataprotection@tcd.ie
Fair and Transparent Processing - 1

- Session participants should be instructed to not photograph or film the session.
- Be mindful of your physical environment and conscious of what may be captured by the device camera and microphone during videoconferencing calls.
- Advise fellow call participants when other people are visible in the background of a call.
- Remember to log out, mute, or turn off video, as appropriate, when you leave or take a break from a call.
- Do not use chat functionality for unrelated or inappropriate comments.
Fair and Transparent Processing - 2

• Take time to ensure that videoconferencing participants are informed of any intended recording of sessions. In the event that people are uncomfortable with being recorded it is important to engage with them to discuss issues and possible alternatives.

• Do not record sessions unless deemed necessary for College purposes. This applies to saving recordings to the Cloud and to devices.

• Remember, we are all in this together. Treat your colleagues’ personal data as you would like yours to be treated!
Thank You