

Explanatory notes on the declaration of consent for recordings

Dear lecturers

A **simultaneous recording** of many live-streamed lectures at RWTH Aachen University is useful in order to make the lectures available to students for a longer period of time.

The topic of recording, however, affects various areas of law. **We therefore want to support you in the proper implementation of your recordings.**

You can implement the **recording process** in just a few steps:

- 1) Adapt the declaration of consent and the information on processing of personal data according to your needs. This refers to three sections:
 - a) **Mandatory:** Enter information on lecture and data processor.
 - b) **Optional:** Select the publication channels and purposes that you require. The use of recordings as learning materials in RWTHmoodle is set as a default.
 - c) **Optional:** If you select other publication channels and purposes than the ones that are preset, you have to change their storage duration in the data privacy policy.

All text passages that require change are highlighted with comments.

- 2) Please remove this page containing explanatory notes and also all the comments from the document. Make the remaining pages available to your students in an easily accessible manner, e.g., upload them as a PDF to the Moodle learning room.
- 3) Start your lecture in Zoom. You have to deactivate the transmission of video and audio data for all participants!
- 4) Inform the students that the lecture will be recorded and that their consent is required. You can use the following sample wording:

“Today’s lecture will be recorded. You are not obliged to activate your video and audio or to transmit other personal data, such as your real name or your photograph. Your video and audio transmission is currently deactivated. If you do not want to be recorded, simply do not activate your video and audio transmission. However, if you agree to be recorded, please read the declaration of consent and the information on the processing of your personal data carefully beforehand: <download link>. By activating the transmission of your image, video and / or audio, you consent to the recording according to the declaration of consent.”

- 5) Activate the recording. You can now use the recording for the mentioned publication channels and purposes without further ado.

Declaration of consent for audio, image and / or video recordings during web conferences and webinars

By activating my image, video and / or audio transmission, **I consent** that audio, image and / or video recordings of the participants are made during the lecture

and that RWTH Aachen University or the department responsible for the production of audio, image and / or video recordings may use these recordings and store them

- in their learning management system (LMS) RWTHmoodle
- in their open online courses on the edX platform
- on their website within the domain “rwth-aachen.de”
- in print and digital publications
- on streaming platforms:
- on social media platforms:

or the purpose of publishing them. My consent is voluntary.

I am aware that audio, image and / or video recordings can be accessed by anyone on the Internet. Despite all technical precautions, it cannot be ruled out that such persons may use, edit or pass on the audio, image and / or video recordings to other persons.

I waive the right to review or approve the finished product if my audio, image and / or video appears. In addition, I waive any usage fees or other compensations arising from or related to the use mentioned above. Audio, image and / or video recordings can be used for the following purposes:

- Provision of teaching and learning material
- Publication of scientific articles
- Marketing activities
- Other publishing activities:

If the audio, image and / or video recordings are used for purposes other than those mentioned above, I will be notified. The validity of this agreement is not limited in time and these materials can be distributed without geographical limitations. I have read and understood the information below pursuant to Art. 13 GDPR. This declaration of consent is voluntary and can be revoked at any time with future effect. The withdrawal of consent shall not affect the lawfulness of data processing based on consent before its withdrawal. Recordings that are available on the Internet will be erased as soon as possible. This consent only applies to audio, image and / or video recordings that were made during the lecture. I have read the information on data protection below.

Information on the processing of personal data

Personal data is processed both on paper and in electronic form for purposes that are closely related to the implementation of the lecture and the associated marketing activities. Depending on the use of the above-mentioned purposes, the personal data will be passed on to third parties. Personal data is processed in accordance with the requirements of the General Data Protection Regulation (EU) 2016/679 and all other applicable data protection laws. By registering, I confirm my consent to the processing of my personal data.

Information on data protection for the production and use of image and / or video recordings pursuant to Art. 13 GDPR:

1. Name and contact details of the responsible data controller:

The person responsible for data processing is:

RWTH Aachen University
52062 Aachen

If you have any questions about data protection, you can contact our Data Protection Officer at any time.

RWTH Aachen University
Data Protection Officer
Phone: 0241 / 80 93665
Email: dsb@rwth-aachen.de

2. Purpose of data processing:

Audio, image and / or video recordings are only used for the purposes mentioned above.

3. Legal basis for data processing:

The processing of audio, image and / or video recordings (collection, storage and transfer to third parties) is based on the express consent of the person entitled to custody and / or the person concerned, pursuant to point (a) of Article 6(1) GDPR and serves the purpose of protecting the legitimate interests of those involved, pursuant to point (f) of Article 6(1) GDPR.

4. Categories of recipients of personal data:

The audio, image and / or video recordings will first be forwarded to the person responsible for data processing specified under (1). Furthermore, they will be passed on to the publishing channels specified in the declaration of consent for the purposes stated in the declaration of consent.

5. Duration of personal data storage:

The produced audio, image and / or video recordings will be stored for the following durations and purposes:

- **In the learning management system RWTHmoodle:** for the duration of the lecture and for the purpose of publishing teaching and learning materials

- **In open online courses:**
- **On the homepage:**
- **In print and digital publications:**
- **On streaming platforms:**
- **On social media platforms:**

6. Right to withdraw consent:

The declaration of consent for image and / or video processing can be revoked at any time with future effect. The withdrawal of consent shall not affect the lawfulness of data processing based on consent before its withdrawal.

7. Right to lodge a complaint with a supervisory authority

The responsible data protection supervisory authority of the State of North Rhine-Westphalia is:

North Rhine-Westphalia (NRW) State Commissioner for the Protection of Data
and Freedom of Information
Kavalleriestraße 2- 4
40213 Düsseldorf
Phone +49 211 / 38424 – 0
Email: poststelle@ldi.nrw.de

8. Rights of the persons concerned:

According to the General Data Protection Regulation, you have the following rights:

- a) If your personal data is processed, you have a right to request information on what personal data is stored about you. (Article 15 GDPR)
- b) You have a right to rectification (Art. 16 GDPR) if the personal data processed is incorrect.
- c) Provided that the legal conditions are met, you have the right to request erasure or restriction of data processing (Art. 17, 18 GDPR).
- d) You may have a right to data portability if you have given consent to data processing or if there is a data processing contract and data processing is carried out using automated procedures. (Article 20 GDPR)
- e) The data subject has the right to object, on grounds relating to their particular situation, at any time to data processing of personal data concerning the data subject which is based on point (e) or (f) of Article 6(1).

If you make use of the rights mentioned above, the person responsible will check whether the legal requirements are fulfilled. Furthermore, you have the right to lodge a complaint with the North Rhine-Westphalia (NRW) State Commissioner for the Protection of Data.