

Privacy Statement – Recording Online and Digital events (Internal - Staff & Students)

Information about you: how we use it and with whom we share it

The University provides the recording functions of the Online and Digital events platforms to allow you to record and keep your online and digital meetings and events. Your meeting recordings and any data contained within them will not be used by the University without your permission.

The University uses external companies (Microsoft, Zoom, EventsAir and Blackboard) to provide the platforms on the University's behalf. As the data controller the University remains responsible for your meeting recordings and will ensure they are kept securely when they are held on one of these platforms. Please read the privacy statements for each of the platforms for further information on the data that the external companies collect from you and how they use this data: [Microsoft Privacy Statement](#), [Zoom Privacy Statement](#), [EventsAir Privacy Statement](#), [Blackboard Privacy Statement](#).

We provide you with the use of the meeting recording functions of the Online and Digital Events platforms on the legal basis of consent, as by consenting to a meeting you are a participant in or organiser of being recorded, you are agreeing for that meeting (and any data you share within the meeting) to be recorded. Meeting organisers should check before starting a meeting recording if everyone in the meeting consents to the recording. You can withdraw your consent at any time. If you decide at any time that you do not want a meeting you are a participant in to be recorded, inform the meeting organiser and leave the meeting if necessary.

Your Online and Digital meeting / event recordings (and any data contained in them) will be shared only with the people that you decide to share it with. Anyone with access to the meeting recording should inform all participants in the recording who they are sharing a meeting recording with, and why, before sharing it. The University will not share your Online and Digital meetings / events recordings without your knowledge and consent. University administrators for each platform (specific staff members in Information Services) will be able to access these recordings, however they will not share these with anyone else.

Retention of Meeting Recordings

There are no University policies on meeting recording retention. Your meeting recording will be held either for: the retention period specified by your meeting organiser and that you consented to, until the Universities contract with the company providing the platform comes to an end, or until the meeting organiser who owns the recording leaves the University and recording is deleted. The only platform that differs is Microsoft Teams. When your Microsoft Teams meeting recording is kept in Microsoft Teams and not uploaded to Microsoft Stream (or downloaded), the recording will be retained and available to download for 21 days (+30 days recovery period) before deletion.

Further Queries

For guidelines on disclosing who you will be sharing your Online and Digital meetings / events recordings with and how long you will retain the recording, please read our [“Guiding Principles – Recording of online and digital events”](#).

If you want to contact someone about Data Protection, you can contact the University's Data Protection Officer at dpo@ed.ac.uk.

For further information on the University of Edinburgh's approach to your data protection and rights, please see the following page - <https://www.ed.ac.uk/data-protection/notice>.

If you have any questions about the Online and Digital Events Platforms please see the [Online and Digital Events service webpages](#) or [contact the IS Helpline](#).