

## Privacy in the video recording service Panopto

The production, storage and distribution of video has an important function in the digital learning environment. This makes it possible to create asynchronous teaching, which makes digital teaching better and more flexible.

Kristiania uses a cloud-based video-management platform (VMP) Panopto for recording digital lectures and lectures in classrooms, as well as handling and storing such recordings.

### What personal data is processed?

When users log in with a FEIDE user, their first and last name and school email address are sent to Panopto. In addition, Panopto receives information about affiliation (employee/student) and school name. In addition, IP address, bug reports, usage analyses and other metadata (access and usage details, location, date and time, actions performed, operating system, browser and device type, etc.) transferred. Panopto also processes personal data, the video of which contains them. It can be image, sound, and other information.

**About teaching via Zoom and storing recordings in Panopto:** As a general rule, it is completely voluntary for students to participate in digital teaching with a camera on. If you do not want to be recorded when recording lessons, turn down and do not use the camera and sound (you can adjust this yourself in the settings in Zoom). You can always ask the lecturer questions in the chat to avoid turning on the camera/sound.

**Specifically about streaming and recording in the classroom.** In cases where classroom lectures are streamed or recorded, the focus of the camera and microphones will be on the whiteboard area. If you are presenting in the whiteboard area, it cannot be streamed or recorded without the written consent of the students. If students move around the whiteboard area or chat while streaming or recording is in progress, they could be seen or heard in the recording. In classroom teaching with streaming and/or recording, the teacher should arrange for the students to ask questions/participate in the dialogue via the discussion tool in Panopto or other written channels.

### What is the purpose?

Kristiania is committed to providing high-quality education and ensuring that students receive good educational conditions. Recording of teaching will help students to revisit the lecture to repeat the teachings, and lectures will be even more accessible. The purpose of processing personal data in Panopto is to produce, store and distribute such training videos.

### Who is the data controller?

Kristiania University College and Kristiania Professional College are responsible for the processing of personal data in Panopto. Panopto may not use this information for its own purposes.

### What is the legal basis?

Kristiania has a statutory duty to offer higher education based on the foremost in research, academic and artistic development, and experiential learning. The legal basis for processing the user's data when logging in and using the service is therefore our legal obligation stipulated by the Universities and University Colleges Act and the Tertiary Vocational Education Act.

Lectures at universities and university colleges is a task in the public interest. In order to fulfil our social mission, it is important to be able to offer alternative lectures. As a general rule, the public interest will be the legal basis when it is necessary to process students' personal data when recording teaching. The supplementary legal basis section 1-3 of the Universities and University Colleges Act, section 3-8 on

teaching, section 4-2 on education plans and section 4-3 on the students' learning environment, and section 9 of the Tertiary Vocational Education Act on the board's responsibility and section 15 on the learning environment. In some cases, we will ask you for consent.

The basis for processing personal data for teachers who are employees in Kristiania is the employment contract and the employer's right to govern. Where there is an agreement with an external teacher where such teaching is part of the benefit, this agreement will be grounds for processing. Alternatively, consent may be obtained. External instructors can consent to admission by starting the recording themselves.

### **How long is your personal data stored?**

Personal data included in videos are stored as long as these videos are professionally valid. A recording where students can be identified must be deleted when the purpose of the admission is fulfilled, as a general rule this is when the course has ended. This applies when a postponed exam has been completed, at the latest at the end of the following semester. In exceptional cases, the recording may be stored longer for specific reasons.

After the retention period, recordings may be disclosed to the public archive for archival purposes in the public interest, purposes related to scientific or historical research. The processing shall be subject to necessary safeguards in accordance with Article 89 number 1 of the General Data Protection Regulation.

Your user data for Panopto is deleted when your FEIDE user becomes inactive (when you leave/finish your studies).

### **Transfer of personal data to third countries**

Panopto is an American company, with offices in London (United Kingdom) and parent company in the United States.

With regard to the processing of personal data in Panopto that will take place in the UK, the UK is considered an approved third country. In its decision of 28 June 2021, the European Commission has approved the UK as a third country with an adequate level of protection.

With regard to the processing of personal data in Panopto, which will not take place in the EU/EEA and the UK, but the USA, the transfer basis will be the Standard Data Protection Regulation (SCC) adopted by the European Commission. This applies, firstly, in connection with occasional and infrequent support inquiries where assistance must be obtained from the United States. Secondly, it only applies to the processing of personal data about contact persons at Kristiania (employee name and e-mail address) that will take place in Panopto's CRM system provided by Salesforce.

### **Your rights**

You have the right to object to the processing, i.e. object to the processing, if you have a special need to stop the processing of your personal data by contacting [behandlingsansvarlig@kristiania.no](mailto:behandlingsansvarlig@kristiania.no). If we find that the objection is justified, we will stop the processing and you will also be able to demand deletion of the information.

Read more about other rights in our privacy statement <https://www.kristiania.no/en/about-kristiania/privacy-policy/>

### **Contacts**

Questions about personal data should be directed to the data protection officer at [personvernombud@kristiania.no](mailto:personvernombud@kristiania.no).

Questions about access, deletion, and other rights should be directed to the data controller at [behandlingsansvarlig@kristiania.no](mailto:behandlingsansvarlig@kristiania.no).

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