**Package 4:**

**Cover letter and declaration of consent for streaming (Zoom.UP):**

*Vorname, Name Ort, Datum ...*

*Adresse etc.*

Dear parents, dear students,

My name is [*first name last name]*. I am completing my teaching internship at your school as part of my master’s degree in teaching at the University of Potsdam (State of Brandenburg, Federal Republic of Germany) and am currently being trained in the subject *[subject]* / subjects *[subjects]* in your child’s class. As part of the internship I will also teach classes independently. According to the study and examination regulations, the teaching staff member who supervises me at the University of Potsdam must make at least one class visit per subject. The purpose of this teaching observation is to evaluate the lesson in terms of methodology and didactics.

Since it is not possible to carry out an in-person observation visit abroad, the observation is scheduled to take place via streaming using the “Zoom” video tool. The University of Potsdam has concluded a contract with Zoom for commissioned data processing. It ensures that personal data is processed by Zoom only in accordance with our instructions and only for the purposes specified by the University of Potsdam.

I would like to ask you for your consent to do this.

We will make no recordings when Zoom is used for teaching observations. Access to the stream is only possible for Mr./Ms. *[insert name / mail address]*, the teaching staff member who supervises me at the University of Potsdam. She/he knows that she/he is not allowed to make any recordings herself/himself.

This stream is scheduled for the *[insert subject]* lesson on *[insert date/dates]* and will only be used for the purpose of my internal assessment by the supervising teaching staff member as part of the practical semester/teaching internship.

I would be happy and grateful if you would agree to Zoom being used to observe/stream the lesson.

If you have any further questions, please do not hesitate to contact me at *[insert e-mail address]*.

Sincerely,

Attachment:

- Information on Data Protection

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**Confirmation/Declaration of consent:**

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*[Last name, first name, date of birth and student’s grade]*

**I/we have received the letter from Ms./Mr. *[Last name]* dated *[date of above letter]*. I/We hereby consent to**

* **participation of the above-mentioned person (school student) in the observed lessons, and**
* **video streaming of the lesson**

**as described in the letter from Ms./Mr. *[Last name]* dated *[date of above letter]*.**

**Notes and further information:**

You can withdraw your consent for future lessons at any time. It is also possible to withdraw your consent for certain aspects of the agreement. The withdrawal of consent does not affect the lawfulness of data processing based on consent before its withdrawal.

**Consent is voluntary. The refusal or withdrawal of consent does not result in any disadvantages.**

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*[Place, date] [Signature of legal guardian(s)]*  
and  
*[from the 14th birthday on, if the student has the capacity to consent: also signature of the student]*

**A. Privacy Statement**

**Information on data protection, last updated September 1, 2021 (Streaming of an online lesson via Zoom.UP)**

We process your personal data in compliance with the applicable data protection regulations, in particular the EU General Data Protection Regulation (GDPR) and the Brandenburg Data Protection Act (BbgDSG).

**Purpose of data processing:**

The purpose of data processing involving the use of the tool “Zoom” is the observation of lessons during the teaching internship abroad as a substitute for the teaching visit by the supervising teaching staff member at the University of Potsdam as required by the study and examination regulations (“video observation”). Data will be processed by the University of Potsdam with the help of the processor Zoom. Zoom is a service of Zoom Video Communications, Inc. which is headquartered in the United States of America.

Another purpose of data processing is online teaching conducted by the school. You may receive a separate privacy statement from the school on this matter.

**The data controller is:**

University of Potsdam

represented by the president, Prof. Oliver Günther, Ph.D.

Am Neuen Palais 10

D-14469 Potsdam

Federal Republic of Germany

Phone: +49 331 977-0

Fax: +49 331 97 21 63

[www.uni-potsdam.de/en](https://www.uni-potsdam.de/en)

**Data subject to processing:**

Zoom processes the following metadata to conduct meetings: IP addresses of participants, device and hardware information (type of device, operating system, version number of the Zoom client used, type of webcam, microphone, and speakers), type of internet connection, approximate location (the nearest city, there is no precise localization of users), user settings (e.g., participation without video transmission), other metadata about the meeting such as name of the meeting, scheduled time and duration of the meeting, e-mail addresses of participants, time of joining the meeting and end of participation. e.g. participation without video transmission), further metadata about the meeting, such as name of the meeting, planned time and duration of the meeting, e-mail addresses of the participants, time of joining and leaving the meeting for the individual users, and chat status.

If you dial in with a telephone, the following data is also processed: information on the phone number and the country name. If applicable, further connection data such as the IP address of the device (when using VoIP devices) may be stored.

To allow video to be displayed and audio to be transmitted, data is processed from the microphone and camera of the relevant end device for the duration of the meeting. This data is generated in the form of video streams with image and sound recordings, also of persons (students, teachers, etc.) who are merely filmed in the context of the video observation without being actual participants in the Zoom meeting in the technical sense.

**Lawfulness of processing:**

The legal basis for data processing of the students, teachers, and other persons participating in the lessons is your consent to the processing of personal data (Art. 6 para. 1 sentence 1 lit. a GDPR).

**Duration of data storage:**

Meeting metadata is stored for a period of seven days for the purpose of error analysis and support, and then deleted.

The processing of the contents (audio and video stream data) is limited to the time during which the video observation is carried out.

**Recipients of your data:**

The meta- and content data will be processed by Zoom. The respective video and audio stream is viewed by the supervising teaching staff member at the University of Potsdam.

Your data will not be passed on to other third parties.

**Transfer of data to third countries outside the EU / the European Economic Area:**

Zoom is used by the University of Potsdam on the basis of a commissioned data processing agreement. If Zoom transfers personal data to third countries outside the EU / EEA, this will be done in compliance with the provisions of Art. 44 et seq. GDPR. In order to ensure a sufficient level of data protection in third countries, standard data protection clauses approved by the EU Commission have been agreed with Zoom and the respective additional recipients / sub-processors. A complete list of sub-processors used by Zoom who may access and process Customer Data is available at: [https://zoom.us/de-de/subprocessors.html.](https://zoom.us/de-de/subprocessors.html)

**Your rights:**

You have the right to request information from the controller regarding the processing of personal data pertaining to you. Apart from the possibility to obtain a copy of your personal data, this right allows you to request information on the purposes of the processing, the recipients of the data as well as the duration for which the data is stored.

You also have the right to obtain from the controller without undue delay the rectification of inaccurate personal data. If the legal requirements of Art. 17 or 18 GDPR are met, you are entitled to the erasure of your personal data or to a restriction of processing. Please note that restricted processing of the data may not be possible in every instance. You have the right to receive your personal data in a structured, standard, and machine‐readable format or to request the transfer to another controller (right to data portability, Art. 20 GDPR). Furthermore, you may object to the processing of your personal data under the conditions set forth in Art. 21 GDPR.

In order to exercise these rights, we kindly request that you contact:

Dr. phil. Manuela Hackel

Advisor for Internationalization of Teacher Education

University of Potsdam

Center for Teacher Training and Education Research

Karl-Liebknecht-Str. 24-25

D-14476 Potsdam

Federal Republic of Germany

Phone: +49 331 977-256010

E-Mail: [manuela.hackel@uni-potsdam.de](mailto:manuela.hackel@uni-potsdam.de)

You can also request access to your personal data from the Chief Information Officer (University of Potsdam, Karl-Liebknecht-Straße 24-25, D-14476 Potsdam, Federal Republic of Germany). The necessary form can be found here: [https://www.uni-potsdam.de/de/praesidialbereich/praesident-vizepraesidenten/cio.html.](https://www.uni-potsdam.de/de/praesidialbereich/praesident-vizepraesidenten/cio.html)

If you have questions on data protection, please contact the Data Protection Officer of the University of Potsdam:

Dr. Marek Kneis

Am Neuen Palais 10

D-14469 Potsdam

Federal Republic of Germany

Phone: +49 331 977-124409

Fax: +49 331 977-701821

E-Mail: [datenschutz@uni-potsdam.de](mailto:datenschutz@uni-potsdam.de)

If you think that the processing of your personal data infringes the GDPR, then you have the right to lodge a complaint with the supervisory authority for data protection.