**Package 5**

**Cover letter and declaration of consent for recordings using 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, we would instead like to use a digital video recording of the lesson.

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

At the University of Potsdam, such recordings are made using the video tool “Zoom.UP”. The associated use of Zoom was reviewed by the University of Potsdam from a data protection perspective and found to be in compliance with the law. 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. Access to the recording is only possible for Mr./Ms. *[insert name]*, the teaching staff member who supervises me at the University of Potsdam. You can find the relevant privacy statement attached to this letter.

This recording is scheduled to take place during the *[insert subject]* lesson on *[insert date/dates].* The video recording will only be used as part of the practical semester/teaching internship for the purpose of my internal assessment by Mr./Ms. *[insert name],* the teaching staff member who supervises me at the University of Potsdam, and will then be deleted.

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,**
* **video recording of the lesson, and**
* **the use of personal data of the person mentioned above including the audio and video recordings made during the lesson**

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

**Notes and further information:**

The recordings will only be used for the purpose specified in the letter and will not be passed on to third parties.

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. In the event of a withdrawal of consent, the corresponding data will no longer be used for the above-mentioned purposes in the future and will be deleted without undue delay. The audio and video recordings will be deleted after evaluation without undue delay, at the latest one month after the observed lessons.

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

**Publications on the internet/Privacy notice:**

There will be no publications on the internet.

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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 (Recording 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 is the observation at a later time (“asynchronous”) of lessons conducted by a student as part of the teaching internship abroad as a substitute for the teaching visit by the supervising teaching staff member at the University of Potsdam required by the study and examination regulations (“video observation”).

The following information therefore relates to the recording of lessons with the online tool “Zoom” as part of the teaching internship abroad as a substitute for the teaching visit by the supervising teaching staff member at the University of Potsdam 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.

The lessons taught by the student will be recorded by the teaching staff member/host of the University of Potsdam. Personal data will therefore be processed of the attending students, teaching staff, and other persons participating in the observed lessons whose audio and video data are recorded.

The following privacy statement refers to the process of recording as well as the storage and processing of this data by the University of Potsdam.

The teaching degree student/host of the meeting will inform the attending students, teachers, and other persons participating in the observed lessons whether and which data will be recorded and in which way further processing is intended.

**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 is your consent to the processing of personal data (Art. 6 para. 1 sentence 1 lit. a GDPR).

**Withdrawal of consent:**

You have the right to withdraw your consent at any time. The withdrawal of consent shall not affect the lawfulness of processing based on consent before its withdrawal.

**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) by Zoom is limited to the time during which the video observation is carried out.

The saved video file will be viewed and evaluated after the lesson without undue delay by the teaching staff member of the University of Potsdam. After that, the data will be deleted without undue delay, at the latest one month after the observed lessons.

**Recipients of your data:**

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

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

**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 can object to the processing of your data if the requirements of article 21 GDPR are met.

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 always 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.