



Declaration of consent regarding the production of recordings of Zoom meetings

Online courses cannot always be attended by all students for various reasons, including technical restrictions. In order to give those concerned the opportunity to subsequently take note of the material taught, your course held on Zoom will be recorded and made accessible to the limited group of all students who are intended to attend your course with the help of Media.UP. The recording includes questions you might ask or answers you might give during the course as well as chat contributions. If you participate not only with audio, your video stream will also be recorded. Therefore, we ask for your consent to the recording of this course. Before publication on Media.UP your personal information (audio and video streams as well as chat contributions) will be removed or made anonymous. If you do not want to give your consent, we kindly ask you in the interest of the other students not to participate in the live online meeting, but to watch the course afterwards on Media.UP.

Surname, first name:

Student registration number:

I have received and taken note of the information on data protection included in this document.

I consent to the recording of my stream (Audio/Video/Chat) of the Zoom meetings for the course

im _____ Please select the semester.

All personal information of the participating students, especially audio and video streams will be removed from the recording before publication on Media.UP, chat contributions will be made anonymous.

Date, Place

Signature

Information on data protection

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).

The data controller is

University of Potsdam
Represented by the president, Prof. Oliver Günther, Ph.D.
Am Neuen Palais 10
14469 Potsdam
Telephone: +49 331 977-0
Telefax: +49 331-97 21 63
www.uni-potsdam.de

Purpose of the processing

The purpose of data processing is the publication of courses held online on Media.UP in order to make them accessible to the limited group of all students intended to take part in the respective course.

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 and without reason. The withdrawal of consent does not affect the lawfulness of processing based on consent before its withdrawal.

Duration of data processing

Your personal data will be deleted by removing the audio and video streams from the recording and making chat posts anonymous. This is done within a period of 30 days. After this period, any back-up copies of the original recording will also be deleted.

Recipients of your data

Your data will not be transmitted to third parties or other recipients within the University of Potsdam. In particular all publications on Media.UP do not contain any personal data of the participants of online meetings anymore.

Your rights

You have the right to obtain from the controller confirmation as to whether or not your personal data is being processed, and, if that is the case, access to the personal data and additional information (right of access). 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 your rights, we kindly request that you contact:

Please enter the contact details of the institute/chair/institution that is conducting and recording the online meeting:

Access to your personal data can be requested from the Chief Information Officer (University of Potsdam, Karl-Liebknecht-Str. 24-25, 14476 Potsdam). The corresponding form can be found on his website: <https://www.uni-potsdam.de/de/praesidialbereich/praesident-vizepraesidenten/cio.html>.

You can contact the university's data protection officer if you have questions regarding data protection:

Dr. Marek Kneis

Am Neuen Palais 10 14469 Potsdam

Telefon: +49 331 977-124409

Telefax: +49 331 977- 701821

E-Mail: 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.