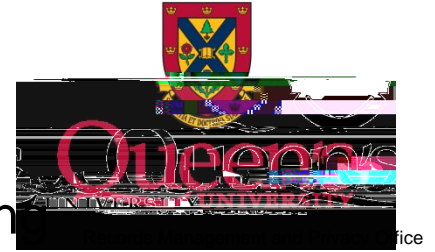


Fact Sheet

Privacy and Remote Teaching and Learning



Kingston, ON K7L 3N6
Tel. (613) 5336095
access.privacy@queensu.ca

The shift to remote teaching and learning introduces potential privacy issues around video conferencing and recordings. This fact sheet provides guidance to instructors on how to manage privacy concerns while teaching remotely. Instructors should be familiar with the following:

- x [Access to Information and Protection of Privacy Policy](#)

- x [Privacy Breach Protocol](#)

- x [Records Management Policy](#)

Asynchronous teaching and learning

At Queen's, course materials, including pre-recorded content, are the property of the instructor unless otherwise stated. Expectations should therefore be set with respect to students accessing, using, and copying pre-recorded content. Additional copying or sharing can be a copyright violation, and, with respect to student material, a privacy violation as well.

COPYRIGHT

Contact the [Copyright Advisory Office](#) for more information, including how to [Protect your Course Materials](#)

Synchronous teaching and learning

When using video conferencing for synchronous teaching, instructors should maintain an awareness of the confidentiality of those classes, tutorials, or meetings. Use the tools authorized by Queen's (MS Teams, Zoom) and seek IT support to ensure they are configured with the proper privacy and security settings.

Take note of these tips for enhancing confidentiality:

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Retention and disposal of recordings:

- x Recordings (and transcriptions where they exist) containing the personal information of students that is more than simply their names or faces (e.g., where students engage in discussion or make a presentation) must be retained for a minimum of one year after use in accordance with [FIPPA, s. 40 \(1\)](#). After one year, recordings should be disposed of in accordance with the university's authorized records retention schedules.
- x When recordings (and transcriptions) are disposed of, all reasonable steps need to be taken to ensure they cannot be retrieved. If you are unsure of the proper process for doing so, seek assistance from ITS.

Questions

If you have questions about privacy or protecting records containing personal information, please contact the [Records Management and Privacy Office](#). Technology questions should be directed to the [Queen's IT Support Centre](#).

APPENDIX: NOTICE OF RECORDING

If you plan to record your synchronous (live) classes or meetings and make the recordings available to students in your course afterwards, include the following statement in your syllabus. Customize as appropriate.

Recording Synchronous (Live) Classes

Synchronous (live) classes will be delivered in this course through a video conferencing platform supported by the University [MS Teams, Zoom]. Steps have been taken by the University to configure these platforms in a secure manner. Classes will be recorded with video and audio (and in some cases transcription) and will be made available to students in the course for the duration of the term. The recordings may capture your name, image or voice through the video and audio recordings. By attending these live classes, you are consenting to the collection of this information for the purposes of administering the class and associated coursework. If you are concerned about the collection of your name and other personal information in the class, please contact the course instructor to identify possible alternatives.

To learn more about how your personal information is collected, used and disclosed by Queen's University, please see the general [Notice of Collection, Use and Disclosure of Personal Information](#).