



ORDER

OF THE RECTOR OF VILNIUS UNIVERSITY

ON THE PROCESSING OF PERSONAL DATA IN CONDUCTING THE AUDIO AND/OR VIDEO RECORDING OF THEORY SESSIONS (LECTURES) IN DISTANCE LEARNING

In accordance with Article 43(1)(42) of the Statute of Vilnius University, the Republic of Lithuania Law on Legal Protection of Personal Data, Items 7(1) and 86 of the Description of the Procedure for the Processing of Personal Data at Vilnius University (hereinafter the ‘Description’), approved by Order of the Rector of Vilnius University No. R-316 of 25 May 2018 “On the Approval of the Description of the Procedure for the Processing of Personal Data at Vilnius University” (wording of Order of the Rector of Vilnius University No. R-391 of 25 September 2020), and for the purpose of proper implementation of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation):

1. I hereby determine that:

1.1. the following personal data (hereinafter collectively the ‘personal data’) shall be processed for the purpose of conducting the audio and/or video recording of theory sessions (lectures) in distance learning: full name, image, video and audio recordings. The data is collected from the information system of Vilnius University and from the person participating in a theory session (lecture) in distance learning, using video and audio recording equipment;

1.2. the full name and other login account data of a studying person in theory sessions (lectures) in distance learning shall be processed on the basis of the study agreement, video and audio data shall be processed only with the consent of the person. The participant in a theory session (lecture) not consenting to the processing of personal data may attend a theory session (lecture) in distance learning without participating actively (refraining from asking questions, etc.), familiarise themselves with the material taught at their convenience, and submit their questions at the end of the theory session (lecture) in distance learning once the lecturer has finished the audio and/or video recording of the class;

1.3. the rights of the studying persons and the procedure for their implementation, as well as other information related to the processing of personal data, are laid down in the Description and other legal acts of Vilnius University, and the studying persons shall be informed about it during the first lecture of the course unit (module);

1.4. studying persons shall be informed about the theory session (lecture) of the course unit (module) to be delivered in distance learning via the Study Information System of Vilnius University, by email, using the electronic platforms used at Vilnius University, or during the first lecture;

1.5. a studying person who actively participates in a theory session (lecture) in distance learning where audio and/or video recording is conducted, consents by their actions to the processing of their video and/or audio data;

1.6. login account and audio data of lecturers delivering theory sessions (lectures) in distance learning shall be processed on the basis of an agreement, video data shall be processed on the

basis of the lecturer's consent. The lecturer delivering the theory sessions (lectures) in distance learning shall express their consent to record their video data through action; lecturers who do not agree to video recording must ensure that only audio recordings are made and shall take their own measures not to broadcast their image;

1.7. lecturers shall notify the studying persons about video and audio recording conducted during theory sessions (lectures) in distance learning at the latest during the first lecture of the course unit (module) and every time the recording is started; the form of the notification may be verbal, written or by technical means of the system, where this is implemented;

1.8. audio and/or video recordings of a theory session (lecture) in distance learning shall be made available only to the students and unclassified students studying a particular course unit (module) of that study programme, and the lecturer delivering the session, unless they are prepared for repeated use by a separate agreement for a wider range of studying persons and/or the public after the removal of redundant personal data;

1.9. in case of a possible violation or in case of a dispute, the audio and/or video recordings of a theory session (lecture) in distance learning may be transferred the Dispute Resolution Commission of the core academic unit and/or the Central Dispute Resolution Commission of Vilnius University, and/or the Academic Ethics Commission of the core academic unit and/or the Central Academic Ethics Commission of Vilnius University according to the procedure established by the legal acts of Vilnius University;

1.10. lecturers and persons administering information systems must be committed to the secure processing of personal data in accordance with the Description of the Procedure for the Processing of Personal Data at Vilnius University approved by Order of the Rector of Vilnius University No. R-316 of 25 May 2018 "On the Approval of the Description of the Procedure for the Processing of Personal Data at Vilnius University" (wording of Order of the Rector of Vilnius University No. R-391 of 25 September 2020);

1.11. audio and/or video recordings of theory sessions (lectures) in distance learning shall be retained until the end of the period of repeated assessment of the learning outcomes during the current semester of studies, except where the recordings are used for the purpose of achieving the objectives set out in Item 1(9) and shall be destroyed after the achievement of the objectives in accordance with the procedure laid down by legal acts. The deletion of these records shall be the responsibility of the lecturer delivering the course unit (module) or, where technically feasible, the deletion of records shall be automatic.

2. I hereby approve the list of staff who will process personal data in conducting the audio and/or video recording of theory sessions (lectures) in distance learning as well as their roles and responsibilities (attached).

3. I hereby instruct the persons approved by Item 2 of this order, the lecturers of theory sessions (lectures) in distance learning, and the Information Technology Service Center of Vilnius University to ensure that personal data is processed following the implementation of the organisational and technical measures for the protection of personal data identified in the Data Protection Impact Assessment.

4. I hereby delegate the control of the implementation of this order to the Pro-Rector for Studies of Vilnius University.

DETAILED METADATA	
Author(s) of the document	Vilnius University Universiteto g. 3, LT-01513 Vilnius, Lithuania, registration code 211950810
Title (heading) of the document	ON THE PROCESSING OF PERSONAL DATA IN CONDUCTING THE AUDIO AND/OR VIDEO RECORDING OF THEORY SESSIONS (LECTURES) IN DISTANCE LEARNING
Document registration date and number	No. R-451 of 10 November 2020
Document receipt date and document receipt registration number	–
Document specification ID	ADOC-V1.0
Purpose of the signature	Signing
Full name and job position of the person who created the signature	Rimvydas Petrauskas, Rector, Central Administration
Certificate issued	RIMVYDAS, PETRAUSKAS LT
Date and time of the signature	09 November 2020 18:33:32 (GMT+02:00)
Signature format	XAdES-T
Timestamp embedded in the signature	09 November 2020 18:33:46 (GMT+02:00)
Information on the certification service provider	EID-SK 2016, AS Sertifitseerimiskeskus EE
Period of validity of the certificate	6 February 2020 08:50:07 – 4 February 2025 23:59:59
Information on the methods used to ensure the integrity of metadata	The integrity of ‘Registration’ metadata was ensured through the certificate ‘Document Management System Avilys, Vilnius University, registration code 211950810 LT’ issued by ‘RCSC IssuingCA, State Enterprise Centre of Registers, registration code 124110246 LT’; the certificate is valid from 27 December 2018 14:18:54 to 26 December 2021 14:18:54
Number of the main document’s annexes	1
Number of accompanying documents	–
Originator(s) of the accompanying document	–
Accompanying document’s title (heading)	–
Accompanying document’s registration date and number	–
Software used to generate the e-document	Document Management System Avilys, Version 3.5.34.1
Information on the validity check of the e-document and electronic signature(s) (date of the check)	Complies with the specification requirements. All the electronic signatures are valid (10 November 2020 07:47:30)
Search link	–
Additional metadata	The copy was generated on 10 November 2020 07:47:31 by the Document Management System Avilys