

## Declaration of Consent

### for the Recording, Playback and Sharing of Zoom Recordings

I hereby consent to my participation, including the activation of the microphone, camera, the use of text chat, or other interactive features related to this online Zoom meeting, being recorded, edited, and published, and I agree with the conditions listed in the '**Guidelines for Recording, Playback, and Sharing of Zoom Recordings**' section. The meeting host has informed me about the purpose and conditions of the recording.

The recording will be shared immediately without prior consultation.

These rights are granted without remuneration, unless otherwise agreed in advance, and also include the right to carry out editing, as long as such editing is not distortive.

You have the option to partially or entirely withdraw the consent given through relevant settings at any time, with future effect, by muting your computer's microphone and/or disconnecting the video transmission from your camera. You will, of course, continue to participate in the online meeting. Your audio and/or video will no longer be shared with other participants, including the meeting host.

You can withdraw this consent for the recording, playback, and sharing of your participation at any time by contacting the recording meeting host. If you withdraw your consent, the relevant sections of a recording will be deleted with immediate effect. The Neu-Ulm University of Applied Sciences cannot be held responsible for any possible illegal reproductions and publications made up to the moment at which you withdraw your consent.

### Information for the recording, playback and sharing of Zoom recordings

#### General information for recording

The meeting host typically records the Zoom meeting in both video and audio for publication on Mediasite and the Moodle learning platform. The recording may include contributions from participants. Publication of these contributions requires the consent of the individuals involved. The meeting host (e.g., lecturer) will obtain this consent prior to the recording.

#### Information for meeting hosts who start a recording

The Zoom setting should be configured to ensure that no automatic recording takes place. Recordings can only be made with the explicit agreement of the participants involved, and any recording must comply with the prevailing legal framework and for work-related purposes or the specific task in question. When making recordings, it is particularly important to safeguard copyright and the personal rights of the individuals involved.

The meeting host (e.g., lecturer) should ideally select a default setting that prevents the video or audio of video conference participants from being transmitted to other participants.

Recordings should generally only be made during online educational sessions, training sessions or informational events, and not during internal meetings or committee meetings.

If recordings are to be made, the meeting host must communicate this transparently in advance and provide information about the purpose of the recording, how long the recording will be kept, how long it will be made accessible, the rights of participants, and whom to contact for exercising those rights. The Zoom app notifies participants of the recording. A separate notification is also provided.

### **Information for participants during a recording**

Your consent is voluntary. Participants who have not given their consent to be included in the recording via microphone or camera settings can, of course, still attend the online meeting and ask questions. Please ask these questions in the video conferencing tool in the form of private chat messages to the meeting host. The meeting host will restate your question and respond to it without mentioning your name. Your private chat message will only be seen by the tutor(s). The tutor will keep this message as a resource (along with the “public” chat messages intended for all participants). Saved chats can only viewed by the tutor. The file containing the saved chat messages will be not be shared.

### **How will my data be stored/processed and published?**

Recordings are stored either on the local PC of the meeting host, in the Zoom Cloud, on the Mediasite servers at the Neu-Ulm University of Applied Sciences and/or on the learning platforms (Moodle) of the Neu-Ulm University of Applied Sciences.

By configuring the settings of a Moodle course, meeting hosts decide whether the recordings should be accessible to course participants only or to all users of the learning platform. Furthermore, tutors determine whether the video will be made accessible to Neu-Ulm University of Applied Sciences users only or to the general public through sharing options in Mediasite.

Should data be processed and shared on external platforms (such as YouTube), the meeting host must communicate this in advance and obtain separate consent from the participants, or ensure that non-participants are not visible/audible.

Recorded sessions should only be kept for as long as necessary to fulfil their specific task and as long as there is no requirement to delete such material. The recommended storage method entails automatic transfer to Mediasite, with the Zoom Cloud serving as interim storage, and the recording is automatically deleted there after being transferred to Mediasite.

The person making the recordings can at any time delete or request the deletion of recordings on all existing servers owned by the Neu-Ulm University of Applied Sciences without providing reasons. Participants who are part of the recording can withdraw their consent by contacting the respective meeting host.

We recommend that all Zoom Cloud recordings are transferred as soon as possible to the Neu-Ulm University of Applied Sciences' Mediasite video platform for long-term storage. Data on Mediasite will be deleted 24 months

after the data was last viewed. Zoom Cloud recordings will be automatically deleted after 120 days without prior notice.

The Neu-Ulm University of Applied Sciences is not required to store recordings for an extended period. The Neu-Ulm University of Applied Sciences reserves the right to delete recordings with prior notice, even before the deletion period expires.

Chat logs can be stored on an exceptional basis if this is necessary for the purpose of documenting the outcomes of an online meeting.

In the case of webinars, questions posed by webinar participants can also be processed for the purposes of recording and follow-up of webinars.

If you are registered as a user on Zoom, reports on online meetings (meeting metadata, phone dial-in data, webinar questions and answers) can be stored on Zoom for up to one month.

### **What should I be aware of in terms of copyright?**

All individuals participating in the Zoom meeting must ensure that the content they use (e.g., text, images, audio/video, plans, maps, sketches, tables) does not infringe on the copyright of third parties. Responsibility for dealing with claims of copyright infringement lies solely with the individuals concerned. The Neu-Ulm University of Applied Sciences bears no liability for any illegal copying or dissemination. The presentations included in recordings are protected by copyright, unless they themselves infringe copyright. Copyright infringements may result in legal action. The responsibility for asserting these rights lies with the presenters.

The Neu-Ulm University for Applied Sciences bears no responsibility for the correctness, accuracy, relevance, reliability, and completeness of the content in media productions. The Neu-Ulm University of Applied Sciences also bears no responsibility for any legal claims in cases of copyright infringements.

It is not possible to fully protect the recordings against illegal copying. As a standard practice, recordings are not available for download, but meeting hosts have the option to make them downloadable. Other download methods would require the use of technical aids. The Neu-Ulm University of Applied Sciences disclaims any liability for damage resulting from this method.

Furthermore, the terms and conditions and information regarding data protection for the use of Zoom in study, administration, teaching, and research are applicable. **(LINK EINFÜGEN)**

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