

Duty of disclosure before recording teaching sessions

The template must be completed by the instructor and uploaded to Moodle prior to the session that is expected to be recorded. It is based on the assumption that the recording contains only ordinary personal information and that the recording will not be published. The recording is not stored longer than absolutely necessary and is deleted by the instructor when the storage period has expired.

Name and contact information of the data responsible:	Aalborg University
Date of teaching:	
Study programme:	
Module:	
The purpose of recording the teaching:	
The legal basis for recording:	The recording takes place because it is deemed necessary for the performance of a task in public interest considerations (Article 6, 1.e. of the Data Protection Regulation).
Possible recipients of the recording:	
The recording is kept until:	
Will the recording be transferred to countries outside the EU or EEA (and if so on what basis):	
Aalborg University's advisor on data protection:	Niels Vase (dpo@aaau.dk)

Your rights as a student:

When we process your personal data, you have various rights under the Data Protection Regulation. This means, among other things, that you have the right to deletion and data portability.

Do you want to file a complaint?

If you wish to complain about AAU's processing of your personal data, you can contact the **Data Inspectorate**. In certain cases, you have the right to access, rectify, limit and to make an objection to our processing of the personal data. You can read more about your rights in our privacy policy, which you will find [here](#).

