

**INFORMATION**

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**Using Zoom in connection with distance teaching situations**General information on recording of distance teaching, examinations (etc.) using Zoom.

Zoom is a tool that helps people who have to work remotely keep in touch with other people for teaching, meetings or other purposes. It can be used for either video or audio-only streaming. No matter how you use Zoom, your use of the tool involves processing the participants' personal data. The processing of personal data is governed by the EU's General Data Protection Regulation (GDPR). While day-to-day work has to function, it is naturally also important that personal data processing in Zoom complies with the GDPR rules.

There are many dimensions to this issue. It is complex and full of challenges, such as arrangements for reviewing grades when a video-recorded examination has been erased from the examiner's computer, rules on the disposal of documents, the strength of encryption in Zoom, provisions on secrecy concerning assignments discussed in teaching sessions/examinations, the occurrence of sensitive personal data, and data not erased on the local hard disk of a person's computer.

In the exceptional and temporary situation we find ourselves in, we now have to use Zoom in many ways that would normally have been subject to more thorough assessment.

The following information presents the situation regarding personal data processing in Zoom in a series of points addressing the areas where it is used most. The purpose is to answer some of the questions that we may come up against as users of Zoom (teachers/researchers/officials).

As a general rule, you are allowed to process students' personal data in Zoom (or equivalent electronic tools) when this is necessary to conduct education and examinations. The legal basis for personal data processing in education and research is *public interest*.

The use of Zoom should be based on the following principles:

- If necessary, you may livestream students and other teachers in connection with teaching, as long as this is done for teaching purposes.
- If necessary, you may record teaching if the recording is part of the teaching material.
- If necessary, you may stream an examination or a mandatory component of a course.
- If necessary, you may record the examination or the mandatory course component, if the recording is intended to provide the basis for assessment. If the recording provides the basis for assessment/grading, it must be archived for two years from the date of the assessment. The recording should be stored centrally at the department. Contact your local IT support team if you need help. After two years, the recording must be erased. If, on the other hand, the recording is not needed for assessment/grading, it must be erased as soon as possible.
- You are not allowed to record students if the only purpose is for the recording to serve as a basis for assessing whether non-permitted aids have been used or other dishonest practices have occurred in connection with an examination (cf. camera surveillance).

It is important to bear in mind that a document (which includes a video or audio file) is official if it is held by the University and can be deemed to have been received or drawn up by the University. The same applies to recordings of lectures or examinations. These recordings are then also regarded as documents that have been received or drawn up within the meaning of the Freedom of the Press Act and must therefore be seen as official documents to which access can be requested.

If the recordings are not needed for purposes of assessment, grading and/or teaching, they are to be considered *of temporary or minor importance* and may in that case be erased.

Please address questions regarding technical matters to [servicedesk@uu.se](mailto:servicedesk@uu.se)

Please address questions concerning data protection, integrity and the legal situation to [dataskyddsbud@uu.se](mailto:dataskyddsbud@uu.se)