

**This English translation serves information purposes only. The original German version is the legally binding document.**

## **Regulation for audio and video recordings of teaching sessions at the University of Basel**

of 30 June 2020

Based on § 11 (1) of the University Statutes and the Law on Information and Data Protection of the Canton of Basel-Stadt (*Gesetz über die Information und den Datenschutz des Kantons Basel-Stadt*, IDG), the President's Board enacts the following regulation.

### **§ 1 Scope**

This regulation applies to all audio, video, and audiovisual recording systems used in teaching sessions of the University of Basel. This includes fixed and mobile recording devices.

### **§ 2 Purpose of the audio and video recordings**

Audio and video recordings may be used for the following purposes:

- a) Virtual teaching sessions
- b) Recording of virtual teaching sessions

### **§ 3 Requests and approvals**

<sup>1</sup> The Facilities Office will request approval from the Executive Director for fixed recording systems by submitting the following information:

- a) Location of the video support system
- b) Responsible person
- c) Description of the system, including number and type of cameras
- d) Icons and warning lights

<sup>2</sup> They will maintain a list of all fixed recording systems with this information.

### **§ 4 Indication of the video and audio recording**

<sup>1</sup> For fixed audio/video recording systems, visible indication must be given to all that the recording is ongoing within the areas being recorded and at the limits of the recording zones.

<sup>2</sup> For solely audio recordings or mobile audio/video recordings, the person responsible for the recording will notify the individuals present of the recording.

### **§ 5 Storage and deletion of recordings**

<sup>1</sup> Recordings are stored on storage services provided by the university or on infrastructure it recommends.

<sup>2</sup> Recordings of teaching sessions in which participants other than the lecturer are visible must be deleted by the lecturer six months after being recorded.

<sup>3</sup> Deletion of other recordings of teaching sessions is governed by the deletion rules of the individual storage services.

## **§ 6 Rights of use to the recordings**

<sup>1</sup> The University of Basel has a non-exclusive right of use to the recordings of teaching sessions.

<sup>2</sup> Recordings in which only the lecturer is visible may generally only be used by members of the University of Basel for personal and non-commercial purposes. Any other use must be authorized by the creator.

<sup>3</sup> Recordings in which participants in the teaching session in addition to the instructor are visible may only be used by members of the University of Basel for personal and non-commercial purposes and may not be stored or distributed by said members of the University.

## **§ 7 Rights of data subjects**

The rights of individuals whose image and/or sound has been recorded (data subjects) are governed by the Law on Information and Data Protection of the Canton of Basel-Stadt (IDG).

## **§ 8 Final provision and coming into effect**

This regulation comes into immediate effect on approval by the President's Board<sup>1</sup>.

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<sup>1</sup> Approved by the President's Board on 30 June 2020, in effect since 6 July 2020.