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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

¹ 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

² They will maintain a list of all fixed recording systems with this information.

§ 4 Indication of the video and audio recording

¹ 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.

² 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

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

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

³ 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

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

² 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.

³ 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 Board¹.

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