



ALMA MATER STUDIORUM
UNIVERSITÀ DI BOLOGNA

Requirements and tips to ensure the adequate protection
of data and images

Data protection in relation to online teaching tools



? Students are not allowed to use their own devices to record lessons, except when teachers use university tools to do so, or authorise the recording. When authorised, students must record the teacher's consent and the recording may be used exclusively for their own private and individual use.



✗ It is strictly forbidden to publish on the Internet – or on any other public media – videos or images acquired during remote teaching activities featuring the voices or images of teachers, personnel or students of the University. Should such data (videos, audio, or images) be inappropriately divulged, the University will adopt all measures in its power to protect the subjects involved.



✓ Recordings of lessons held by teachers and made available to students with the sole purpose of facilitating learning, must be carried out, within the limits allowed by the devices used and the teaching methods adopted, without capturing personal data.



✓ At the beginning of the lesson, or in any case before the recording starts, the teacher will clarify that the session will be recorded. Any questions that are not part of the interactive teaching method may be asked before the start or at the end of the lesson and in any case preferably not during the recording.



✗ Recording exams is forbidden unless it is part of the exam procedure or required to verify if the exam has been carried out correctly. It is therefore forbidden to record oral exams.



✓ Each user (student, teacher, member of personnel) is personally responsible for the activities carried out using the university username and password assigned to them and of the data transmitted through the services provided by the University.