



Data Protection and Intellectual Property Rights rules adopted by the Directorate for Lifelong Learning and Employability (DLE) concerning synchronised and asynchronised delivery of lessons via Virtual Meetings Platforms.

Data Protection:

- Upon clicking “join meeting” on the invitation link to join Microsoft Teams virtual meetings platform that gives access to the online course lesson, or access to an asynchronised lesson the student is thereby consenting to the (DRLLE) to fairly and lawfully collect, record and process personal data, limitedly for the performing of its functions pertaining to the provision of online Adult Education Courses, in accordance with the provisions of the **General Data Protection Regulation (GDPR), (EU)2016/697** and where applicable the **Data Protection Act cap.586** of the Laws of Malta. The DRLLE can subsequently archive such material for reasons pertaining to research, and any further requirement to which the DRLLE shall be legally bound to observe.

Recording of lessons

- Each educator shall record each of his/her lessons. Before the lesson starts the educator **must** inform the students that the lesson shall be recorded. **A student who objects to being recorded must switch off his/her webcam and refrain from giving personal particulars for the duration of the recorded session.**
- Educators shall entertain requests from students who have attended the online lesson, to be given access to the recorded lesson for the purpose of revising or refreshing their knowledge, or if the student genuinely failed to join an online lesson for a reason beyond his/her control. In the latter case such requests shall only be entertained if made within a reasonable time from the delivery of the lesson and recordings are still available.
- All recorded lessons shall be deleted by the coordinators, educators and the students upon ending of the respective scholastic year.
- Students cannot record lessons themselves.
- Students with learning difficulties and/or disabilities shall be given assistance by the educators for access to or a copy of the recorded lessons for revision purposes. The student concerned shall still be bound by the provisions of this document.
- No recording of any lesson may be disseminated or shared outside of the members of the respective class. **Any abuse, misuse of recorded material or infringement of this or other conditions specified in this document or any related document shall be considered an offence liable to prosecution by the Authorities concerned.**
- **The foregoing rules apply accordingly for access to any course lesson materials to be downloaded by students from the appropriate platform.**

Intellectual and Property Rights

- The Directorate for Research Lifelong Learning and Employability (DLE) reserves the right of ownership of all materials tangible or virtual created by the Directorate and used for the delivery of courses.
- Except for DLE’s Coordinators, Educators and Staff, during the course of their employment with the Directorate, no part of such material may be reproduced or distributed in any form or means, or electronic recording without the express permission of the DLE.
- Any Copyrighted material presented during the lesson is to be referenced to its author.



Note 1: The provisions of this document are over and above those of Microsoft Teams Security features.

Note 2: The rules and regulations in this document shall apply entirely irrespectively on whether the online meetings platform used, is Microsoft Teams, or any other platform capable of delivering the online course lessons.