

## **LIVE AND RECORDED CLASSES PRIVACY POLICY**

### **1. Introduction**

This privacy notice tells you about the information we collect from you when you take part in Live Classes. In collecting this information, we are acting as a data controller and, by law, we are required to provide you with information about us, about why and how we use your data, and about the rights you have over your data.

#### **1.1 Who are we?**

We are Teach and Travel Group Ltd trading as i-to-i and as LoveTEFL, Our company registration number is 7935847 and our registered office is 4th Floor, Wilson House, Lorne Park Road, Bournemouth, United Kingdom, BH1 1JN. Our registered VAT number is 202707349. You can contact us by telephoning our customer service team on UK +44 113 2054602, or by writing to us at [customersupport@i-to-i.com](mailto:customersupport@i-to-i.com). You will also reach out Data Protection Officer with these contact details.

#### **1.2 Why Are Live Classes Recorded?**

As part of the Live Class offering, classes are recorded and made available in a video library to relevant staff and relevant students.

The Live Class recording is made available to enable absent students to access the teaching session and students who attended to re-visit the class.

Depending on how the teaching session is delivered this may include the recording of audio or video of the tutors and / or students.

#### **1.3 How do I know if the Live Class is being recorded?**

We generally record all live classes using Microsoft Teams. Upon entering the Live Class, you will be shown a message saying if the Live Class is being recorded.

#### **1.4 What personal data do we collect?**

Not all of the Live Class will contain your personal data according to data protection laws. Personal data in recordings could include your name (chosen by yourself as you enter the Live Class), images and video of you of you and any opinions you contribute and anything you say about yourself during the live class.

#### **1.5 What is the lawful basis for processing personal data by recording the Live Class?**

The lawful basis for processing this personal data is legitimate interests. This applies when the data processing is not required by law but is of a clear benefit to the organisation or the individual, there is limited privacy impact on you as the individual and we think you would reasonably expect us to use the personal data in the way that we wish to.

Lecturers do not need to ask permission to record the Live Class.

### **1.6 How do I prevent my personal data being recorded.**

During the Live Class you can mute your microphone or turn off your webcam. We hope you don't feel the need to avoid those things as your tutors and your fellow students value your contribution to the sessions. You can also freely choose what name to display in the Live Class and therefore what shows to other participants.

### **1.7 How are the recordings stored and shared?**

The recordings are stored securely within the EU and available to relevant staff, and relevant students. Students must not download, share or edit the recordings in any way. The recordings (or equivalent) will remain available accessible until the end of your studies.

### **1.8 Your right to complain**

If you have a complaint about our use of your information, we would prefer you to contact us directly in the first instance so that we can address your complaint. However, you can also contact the Information Commissioner's Office via their website at [ico.org.uk/concerns](https://ico.org.uk/concerns) or write to them at:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

### **1.9 Updates to this privacy notice**

We regularly review and, if appropriate, update this privacy notice from time to time, and as our services and use of personal data evolves. If we want to make use of your personal data in a way that we haven't previously identified, we will contact you to provide information about this and, if necessary, to ask for your consent.

We will update the version number and date of this document each time it is changed.