



Data Protection, Intellectual Property Rights, and rules adopted by the Directorate for Research Lifelong Learning and Employability (DRLLE) concerning synchronised and asynchronous delivery of lessons via Virtual Platforms.

Synchronous delivery of course lessons

- It shall be the Student's responsibility to sign in to his/her Microsoft Teams account a few minutes before the online lessons start. The student is thereby consenting to the DRLLE, to fairly and lawfully collect, record, and process personal data supplied by the student, limitedly for the performing of its functions, pertaining to the delivery of online Adult Education Courses, in accordance with the provisions of the **General Data Protection Regulation (GDPR), (EU)2016/679** and where applicable the **Data Protection Act cap.586** of the Laws of Malta. The DRLLE can subsequently archive personal data for statistical, and research purposes, and for any obligation which the DRLLE shall be legally bound to observe. (See note 3 below).

Recording of lessons

- Every educator shall record each of his/her online lessons. Educators shall always keep their webcam turned on so as to be visible to the class during each lesson, except during the short breaks. Before the lesson starts the educator must inform the students that the lesson shall be recorded. Students cannot object to the course session being recorded.
- Students are to keep webcams on during the recording of lessons for identification purposes and to participate in class group assignments.
- A student who is absent for more than three consecutive lessons, without a valid justification shall be considered as having abandoned his/her course and the educator should inform his/her assigned coordinator of this fact. The student shall inform his/her educator if they would like to rejoin the class. The educator is encouraged to allow rejoining but the educator is not obliged to re-visit the lessons missed. Educators shall give access to recorded lessons to the students to make up for the lost ones if these recordings are still available. Students shall not deliberately miss attending lessons and subsequently request access to recordings.
- All recorded lessons shall be deleted by the educators and coordinators upon the end of the respective scholastic year.
- Students cannot record lessons themselves.
- Students with learning difficulties and/or disabilities shall be given particular assistance by the educators should they have problems accessing the recorded lessons. The students 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, or unauthorised transfer to third parties of recorded and other course material, specified in this, or in any related document, shall be considered an offense liable to prosecution by the Authorities concerned.**

Asynchronous Learning (Learning Box Virtual Learning Platform)

- Educators cannot upload only course lesson material on the Virtual Learning Platform, without concurrently uploading material that explains the lesson.
- Personal Data of students inputted by them upon course registration may be used by DRLLE to give access to students to the lesson material via the Virtual Learning Platform (VLE).



Retention and Use of Personal Data

- Personal Data of students shall be stored on DRILLE's back-end Management Information System (MIS). This Personal Data shall be stored for research, statistical reports, and taking of attendance in accordance with the Data Retention Policy, (see note 3 below)
- Recipients of Learners' personal data shall be the DRILLE staff, VLE ICT support, and educators.
- The provisions of the Data Protection Regulation (GDPR) and the Data Protection Act (cap 586) of the Laws of Malta shall for all intents and purposes apply also to Asynchronous Learning.

Intellectual and Property Rights

- The Directorate for Research, Lifelong Learning and Employability (DRILLE) reserves the right of ownership of all resources and material tangible or virtual created by the Directorate and used for the delivery of courses.
- Except for the DRILLE'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 DRILLE.
- Any copyrighted material used and presented during course lessons 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 whether the online course delivery platform used is Microsoft Teams, or any other platform capable of delivering synchronous and asynchronous course lessons and course material.

Note 3: This document shall be communicated via a MySchool announcement or e-mail to all persons concerned, together with the Data Protection Policy for the provision of part-time Further Education Courses of the Directorate, for Research, Lifelong Learning and Employability accessible from: www.lifelonglearning.gov.mt