



# LIEPAJA UNIVERSITY

APPROVED  
by the rector's order  
No. 20 - v of the 1st April 2021

## **RULES ON THE USE OF ONLINE COMMUNICATION TOOLS FOR THE PROVISION OF THE STUDY PROCESS**

The aim of the rules on the use of Online communication tools for the provision of the study process is to ensure single procedures in the use of Online tools, as well as informing the students according to the Regulation 2016/679 of the European Parliament and of the Council on the protection of natural persons with regard to the processing of personal data and on the free movement of such data (hereinafter – Regulation).

### **1. General rules**

- 1.1. These Rules apply to students, lecturers and other staff of Liepaja University (hereinafter referred to as the Keeper) who are involved in the implementation of the study process.
- 1.2. These Rules prescribe the procedures for how to obtain information regarding the Online communication tools used by the Keeper, the requirements for the use of such tools, as well as the information given regarding the processing of personal data by using the Online communication tools.
- 1.3. The Keeper shall take care of the students' privacy and the protection of personal data, respect the right to the lawfulness of the processing of personal data in accordance with the Regulation, the Privacy Policy of the Keeper and other regulatory enactments in the field of the privacy and data processing.

### **2. Use of the online communication tools for the provision of the study process**

- 2.1. Online communications tools may be used within the implementation of the study process, including to ensure the continuity of the study process in a remote or a semi-remote study process.
- 2.2. Taking into account that Liepaja University has concluded a large-scale licensing agreement with a company *Microsoft* (which provides the use of the platform *Teams*), *Microsoft Teams* shall be used as a platform for ensuring the online communication in the study process. Using the platform *Microsoft Teams* in the study process, creating online classes has been provided the authentication of students and lecturers, the record of the classes and the storage of records, participant reports, and the processing of personal data in accordance with the requirements of the law norms.
- 2.3. The student shall follow the information and current changes regarding the Online communication tools used and, in case of questions or uncertainties to contact the Keeper's personnel according to their competence.

- 2.4. The lecturer shall inform the students about the procedures, requirements and the possibility of refusing to use such tools before the use of the Online communication tools in the study process.
- 2.5. It is prohibited for lecturers and students without a written coordination with the Keeper's Head of IT centre and the Specialist of Data Protection to use other Online communication tools for ensuring the study process in addition to the platform *Microsoft Teams* referred to in the Clause 2.2. If there is a need to use online tools purchased privately or owned by other organisations for ensuring the study process, it must be agreed with the Head of IT centre and the Specialist of Data Protection.
- 2.6. If a student can not or refuses to use the Online communication tool intended for the implementation of the study process, the student shall immediately inform the lecturer and the lecturer shall determine other types, methods or tests for the implementation of the study course. The objective impossibility of other solutions with regard to the Online communication tool *Microsoft Teams* referred to in the Clause 2.2. may be as a basis for the termination of the study agreement, taking into account that the processing of the student's personal data for the implementation of the study process is determined in accordance with the study agreement concluded.
- 2.7. Online communication tools can be used for ensuring the study process which states that a video camera and a microphone are used, which provides a high-quality study process, as well as communication between the lecturer and the student. During the study process the use of the video camera and the microphone is mandatory for ensuring the mutual communication.. **It is mandatory** to turn on the video camera and the microphone when passing examinations (cross-examinations and State and final examinations), for carrying out presentations and similar tasks.
- 2.8. A recording may be used during the use of the Online communication tools. The lecturer shall inform the students about the performance of the recording before the commencement of the recording.
- 2.9. The student shall ensure as far as possible an adequate privacy before starting to use the video camera and the microphone - there are no other persons in the rooms (children, parents, etc.), that the student does not move around the rooms, places the camera in such a way that the private space is not visible, etc.

### **3. Processing of the personal data**

- 3.1. The controller for the processing of personal data is Liepaja University, single registration No 90000036859, legal address Lielā street 14, Liepaja, LV-3401.
  - 3.1.1. The contact information of the controller in matters related to the processing of personal data is the Specialist of Data Protection Lauris Klagišs, e-mail [info@datuspecialists.lv](mailto:info@datuspecialists.lv).
  - 3.1.2. The contact information of the controller in matters related to the study process is the Head of the Study Department Ilze Magazeina, e-mail [ilze.magazeina@liepu.lv](mailto:ilze.magazeina@liepu.lv), ph. 63426249.
  - 3.1.3. The contact information of the controller in matters related to the technical supply and training of the use of the Online communication tools is the Head of IT centre Kaspars Lauris, e-mail [kaspars.lauris@liepu.lv](mailto:kaspars.lauris@liepu.lv), ph. 26401714.
- 3.2. General information on the processing of personal data by using the Online communication tools:
  - 3.2.1. The purpose of the processing of personal data is to ensure a modern, high-quality and contemporary study process, ensuring the continuity of a remote or a semi-remote study process, as well as an objective assessment of knowledge;
  - 3.2.2. The legal basis for processing is Article 6 (1) (b), (c) and (f) of the Regulation, Article 49 (1) (b) - performance of the study agreement concluded between the parties, requirements of the regulatory enactments regarding the introduction of a remote or

a semi-remote study process, and the legitimate interest of the Controller about the modernisation of the study process and the improvement of the quality;

- 3.2.3. Students shall have the rights to request an access to their personal data, their rectification or erasure, limitation of the processing and the rights to object to such data processing, as well as the rights to data portability and the rights to lodge a complaint to the supervisory authority. For more information on the processing of personal data carried out by the Controller and their own data subject's rights can be found in the Privacy Policy published on the Controller's website. The rights mentioned in this Clause applies to the Rule mentioned in the Clause 2.2. Online communication tool *Microsoft Teams*.

Rector

(signature)

Dace Markus