

Terms of use MPI Mediasite

These terms of use describe how to properly use MPI Mediasite. By using this service, you agree to be bound by the terms.

How can Mediasite be used?

Mediasite may be used to deposit video material in the following cases/scenarios:

- For events recorded in the auditorium/ other meeting rooms
- For recorded department meetings
- To create presentations for online use
- To upload study/research-related videos (e.g. walkthrough of testing-procedures; how-to videos; stimulus recordings)

Mediasite may NOT be used to

- upload participant-data or research-data
- upload videos of job interviews
- upload personal videos

What can be shared?

Recordings of all types of events may only be shared according to the information provided in the consent form. E.g.

- Department/group/project videos should only be shared within your group; unless you have the explicit and signed consent allowing you otherwise (e.g. recorded department meetings).
- Events recorded in the auditorium/ other meeting rooms can be shared internally or via public link, IF consent has been obtained by all parties involved via a consent form.
- Presentations for online use may be shared if you are the only person on the recording. Otherwise, consent is needed.
- study/research-related videos (e.g., walkthrough of testing-procedures, how-to videos, stimulus recordings) may be shared internally, but consent is required if external people are recorded.

Obtaining consent (legal basis)

Different types of events require different approaches for obtaining consent (e.g. a distinction between audience and speakers can be made in specific circumstances)

- On-site attendance event involving video documentation / live stream / recording (public / non-public)
- Online video conference
- Online event with audience via live stream/ via video conferencing software (webinar)

On-site attendance event

1. Audience

Legal basis: If the audience is captured as a whole, balancing of interests can be applied. **Explicit references** to the video recording or to the live stream are required.



Consent: If individual persons are photographed / interviewed / broadcast / recorded, their **consent must be obtained** (e.g. when asking a question, discussion sessions...).

→ **Notification leaflet** in the room, can be found on Maxintra.

2. Speakers, presenters

Consent from this group of people must always be obtained for the video documentation or the live stream/recording.

→ Obtain consent **prior** to event via **form (available on Maxintra)**; organizer to email completed form to privacy@mpi.nl / give to Data Protection Coordinator (on paper)

Online video conference

1. Participants from within the MPG/MPI

Legal basis: Section 26 Federal Data Protection Act (performance of the employment relationship) is the legal basis for the participation of persons from within the MPG.

Consent: If the conference is to be recorded, the consent of all those involved is required.

→ Announce that the session will be recorded **before the meeting**; before recording the session, clearly ask for permission to record and give participants the time and chance to either leave the meeting, turn off their video and/or change their screen name.

2. External Participants

Legal basis: If a contractual relationship exists between the MPG and the external participants (service providers, contractual partners), this constitutes the legal basis for participation.

Consent: In any other case, consent must be obtained **prior** to participation. If the conference is to be recorded, the consent of all those involved is required.

→ Announce that the session will be recorded **before the meeting**; before recording the session, clearly ask for permission to record and give participants the time and chance to either leave the meeting, turn off their video and/or change their screen name.

Online event

1. Audience of a live stream

Legal basis: Without a log-in option, data is processed only by the respective browser on the basis of a balancing of interests. If log in is performed, it is carried out based on consent.

Consent: Not applicable as you don't record the online audience

2. Participants of online events via video conferencing software (webinar)

a. Participants from within the MPG/MPI

Legal basis: Section 26 Federal Data Protection Act (performance of the employment relationship) is the legal basis for the participation of persons from within the MPG.

Consent: If the event is to be recorded/streamed, the **consent** of all those involved is required. No distinction is made between participants and speakers / presenters.

→ Obtain consent **prior** to event via **form (available on Maxintra)**; organizer to email completed form to privacy@mpi.nl

b. External Participants



For the participation of external persons, their consent must be obtained. If the conference is to be recorded, the consent of all those involved is required. No distinction is made between participants and speakers / presenters.

→ Obtain consent **prior** to event via [form \(available on Maxintra\)](#); organizer to email completed form to privacy@mpi.nl

Practical implementation

- Irrespective of consent, data protection information must be made available to external participants (provision of a link is sufficient: "[Template Data Protection Information](#)").
- You can request consent along with the invitation to the meeting/event, for example with the phrase "By accepting the invitation and/or attending the meeting, you are giving your consent to the data processing described". A [link to the data protection information](#) is to be provided.
- The consent must be recorded and will be stored securely with the Data Protection Coordinator DPCo (email the consent form to privacy@mpi.nl or give the paper form to the DPCo). It is proof that the data is processed in compliance with applicable law.
- When obtaining consent from speakers or presenters for on-site attendance events, it is recommended to obtain these in advance by means of an (email) form. [A form can be found on Maxintra.](#)
- If data is transferred to a third country, this must be mentioned in the consent form.

