



GMBS

GLOBAL MANAGEMENT
BUSINESS SCHOOL



Malta
Further & Higher
Education Authority

GDPR Consent Form – Video and Audio Recordings

1) Data Controller

Controller: Global Management Business School (GMBS)

Contact: [info@gmbs.mt]

Data Protection Contact: [gdpr@gmbs.mt]

2) Purpose of Recording

GMBS may record online teaching sessions and related academic activities for the following purposes:

- providing access to learning content to enrolled students through the GMBS LMS,
- supporting learning and revision,
- quality assurance and internal monitoring of teaching quality.

3) What Personal Data May Be Captured

Depending on the format of the session, recordings may include:

- video image (face, appearance),
- audio (voice),
- name and/or username displayed on the platform,
- chat contributions,
- screen sharing (if you share your screen),
- any personal data you voluntarily disclose during the session.

4) Legal Basis

The legal basis for processing personal data in relation to recordings is **your consent** under **Article 6(1)(a)** of:

- **Regulation (EU) 2016/679** of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (**GDPR**),

and the processing is carried out in accordance with the applicable national law of Malta:

- **Data Protection Act (Chapter 586 of the Laws of Malta).**

5) Access to Recordings (LMS only)

Recordings will be made available **exclusively through the GMBS LMS**, and access will be restricted to:

- enrolled students of the relevant module/programme,
- lecturers/tutors and authorised GMBS staff responsible for teaching delivery, student support, or quality assurance.

GMBS does not publish recordings publicly and does not disclose them to third parties unless required by law.

6) Storage, Retention and Deletion

Recordings will be retained for **6 months** from the date of recording.

After this period, recordings will be securely deleted or anonymised, unless longer retention is

required for handling complaints or formal review procedures (in such cases, only for as long as strictly necessary).

7) Your Rights Under GDPR

You have the right to:

- request access to your personal data,
- request rectification,
- request erasure (where applicable),
- request restriction of processing,
- withdraw consent at any time,
- lodge a complaint with the relevant supervisory authority.

To exercise your rights, please contact: [gdpr@gmbs.mt].

8) Withdrawal of Consent

You may withdraw your consent at any time. Withdrawal does not affect the lawfulness of processing carried out prior to withdrawal.

If you withdraw consent, GMBS will:

- ensure that your identifiable participation is not included in future recordings where technically feasible, and/or
- provide reasonable alternative participation arrangements (e.g., camera and microphone off participation, chat-based participation), where possible.

Important: In group recordings, full deletion or editing of historical recordings may not always be technically feasible. In such cases, GMBS will apply proportionate measures such as restricting access or discontinuing further use of the recording.

9) Consent Statement

By signing / confirming below, I confirm that I have read and understood this information and consent to the processing of my personal data in relation to recording.

Participant Information

Full name: _____

Role: ☐ Student ☐ Lecturer/Tutor ☐ Guest ☐ Other: _____

Programme/Module: _____

Email: _____

Consent (tick one)

- ☐ I **consent** to the recording of my video and audio participation and to making the recording available exclusively via the GMBS LMS under the conditions described above.
- ☐ I **do not consent** to the recording of my video and audio participation.

Date: _____

Signature / Digital confirmation: _____