

# LEARNING TECHNOLOGIES AND YOUR PRIVACY

The college may record online lectures or online office hours as part of the delivery of your course. Lectures and office hour consultations may be delivered and recorded through video conference tools we use from time to time (e.g. Zoom, Microsoft Teams, etc.).

We record these sessions to make them available to other students that may have not been able to attend the session when it was live, as well as to make them available to a student who has attended the session (either a lecture or office hour) so that they may revisit the session at a later date. Recorded sessions may also be used by the college to ensure the ongoing quality of our course delivery, and to help to further educate our teaching staff. Where a class or office hour is being recorded, a recording icon will be visible within the video conferencing platform.

Recording of online classes or office hours will capture any information that you provide such as video and/or audio recordings of your voice and information you post on the chat feature. As such, it is advisable to avoid disclosing any personal identifying information. If you do not wish to be recorded, you may disable your camera and microphone in the video conferencing application.

Similarly, other remote learning tools may be used as part of the curriculum delivery for your courses. As such it is advisable to avoid disclosing any personally identifiable information to these third parties. If you have any questions or concerns with any technology used to support the learning experience, it is advised that you contact your course instructor directly to discuss your concerns.

Further details about how we collect, use and disclose your personal information can be found in our [Privacy Policy](#).

If you have any questions or concerns about the use of video conferencing tools or the collection, use or disclosure of your personal information, please contact the Student Success Manager at [advising@learning.icmanitoba.ca](mailto:advising@learning.icmanitoba.ca). If you do not wish to use this service, please contact an advisor at the e-mail above to discuss alternatives that may be available to you.