The Data Protection Officer, QUB, has provided guidance to cover potential sharing of student email details during remote teaching.

**QUB has a Data Privacy Statement which students will have accepted and signed when registering this semester. This specifically states that**

**“during some online teaching, training, or group work, student email addresses may be visible during the sessions.”**

The Data Protection Officer would like to remind students and staff that this information is not to be recorded, modified or used in such a way which may cause distress or contravene Queen’s University Data Protection Policy, Data Handling Policy or any Student/Staff conduct Policies. We would also remind staff and students that any such attempt to use this data in this manner may also constitute a breach of the Data Protection Act 2018 (DPA 2018).

if you have any queries regarding data privacy, please contact the Information Compliance Unit – [info.compliance@qub.ac.uk](mailto:info.compliance@qub.ac.uk)

**Use of BCC**

* It is best practice to use the BCC option (rather than the usual CC) to list the group of intended recipients of an email, such as a shared link to scheduled online teaching, with the sender as another recipient at “To”.
* This means that each recipient receives a copy of the email without being able to see other students’ email addresses, and the teacher has a copy of the email for their records.

