MODULE 8
MY ONLINE RIGHTS

Skills to Connect

With the rise of digital technology, mastering online rights has become essential to protect your privacy and your creations. This module will allow you to understand the main legal issues related to the use of the Internet. We will cover the principles of the GDPR (General Data Protection Regulation), which aim to protect users' personal data online. You will also discover the basics of intellectual property, in order to understand how to legally protect and use digital creations, as well as the rules of image rights, essential for managing the use of your image or that of others in digital spaces.

1 The principles of GDPR

6 minutes to understand the GDPR
- What is GDPR?
- Why do companies collect your personal data?
- What are your rights?

Discover the explanatory sheet 1

2 Intellectual property

- What is intellectual property?
- Is it always necessary to ask for permission?
- How to identify copyright owners?

Discover the explanatory sheet 2

3 Right to image

- Best practices for not distributing without authorization (framework, identification, request for authorization before distributing)
- How to ensure image rights are granted?
- The risks of unauthorized distribution.

Discover the explanatory sheet 3

3 Secure your data

- Data protection methods
- The "data centers"
- Cloud Servers
- Legal notices
- How to really and concretely protect your data?
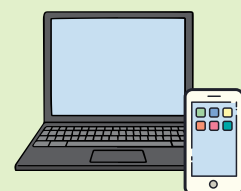
Discover the explanatory sheet 3

Online rights and data protection in your profession

👉 People who are not or not very comfortable with digital tools are not always familiar with good digital practices. It is therefore important to become familiar with data protection and **here are some situations in your daily life where this module could be useful to you:**

☐ **Respect for residents' and families' data (Data Protection and GDPR)**
- Managing residents' personal data: When registering or using digital records, caregivers learn how to store and use sensitive information (medical data, contact details) in compliance with GDPR rules.
- Secure sending of information: Use of secure tools to transmit information to families or other professionals, avoiding sharing via non-compliant platforms.
- Compliance in digital exchanges: Understanding that data must be shared only with authorized persons and after explicit consent.

☐ **Taking photos or videos of residents (Image rights)**
- Photography of activities for families: Before sharing photos of activities or events, caregivers ensure they have written consent from residents or their representatives.
- Publication on social networks or internal media: Know how to distinguish between authorized uses (e.g.: internal publication with agreement) and those prohibited (e.g.: public distribution without consent).
- Managing refusals: Learn to respect a resident's refusal to have their photo taken, even in a festive or collective setting.

☐ **Consent management (GDPR and Image Rights)**
- Collecting consent for data: Ensure that residents or their legal representatives have signed the necessary authorizations for the processing of their personal data.
- Updating consents: Regularly check that permissions are up to date, especially if there are changes in data usage or new initiatives (such as newsletters).
- Consent Retention: Learn how to archive consent-related documents securely and accessibly.