

**Subject to compliance with the policy set out below, The University's audio and visual recording technologies may be used to make lecture and class recordings available to students or participants registered for a particular module, or session.**

1. It is the responsibility of the person making the recording to ensure that all participants have consented to being recorded **prior** to the recording being made.
2. Student consents should be recorded in Moodle (by the student) at the start of each academic year<sup>1</sup>. A list of current consents is available through Moodle, or from the Skills team.
3. If the recording is of you alone, then no additional participant / student consents are needed, however if anyone is accidentally recorded, consent for any such accidental participant must be obtained, or the recording must be edited to remove the accidental participant.
4. Consents of people external to the University uses a paper based system<sup>2</sup>.
5. If any person does not consent to being recorded, they must not be recorded, ideally by avoiding this in the first place, or by editing the content prior to it being made available for viewing. Consent can be sought retrospectively, unless or until this explicitly given, the recording must be deleted or edited to exclude the person for whom consent has not been obtained. No-one should suffer any disadvantage for withholding consent.
6. Recordings will usually only be made available for viewing to students who are registered on the module for which the recording was made, and in the cohort for which the recording was made<sup>3</sup>.
7. Recordings will, by default, only be made accessible through Moodle/ChiPlayer<sup>4</sup>.
8. By agreement, some recordings may be made available for wider viewing, for example, in a subsequent year's cohort on a particular programme, or publically via the University's website and potentially through a video streaming public access website. If there is an intention to do this, it must be set out in the recording details for the (original) session on the Moodle page, or retrospective consent could be sought from those appearing in the recording. In either case, consents for the wider viewing **must** be established.
9. Recordings should be planned to minimise the risk of recording anything that is subject to third-party intellectual property rights or where any sensitive issue or personal information is being discussed. If something sensitive or subject to third-party rights is inadvertently recorded this element must be removed before the recording is made available for viewing.
10. Except where authorised by the University and subject always to the consent of the participants, recordings of any University activities are not for public disclosure by any means, including by virtue of external publication, whether on the web or otherwise.
11. Recordings must be handled sensitively and in accordance with all applicable legislation. If you are in doubt, please contact the Skills Team or the University Solicitor. In particular;
  - a. recordings must not be copied or passed on to anyone else,
  - b. recordings must be stored securely, and in line with the University's Electronic Information Security Policy<sup>5</sup>,
  - c. recordings will not be kept beyond the time for which they are relevant (for example beyond graduation for the group involved in the recording), unless this has been agreed with all participants, and;
  - d. once the recording has served its purpose, it must be permanently erased.
12. The University owns the intellectual property of all recordings of lectures and other teaching sessions made using University IT Systems and Services.
13. Students will be permitted, should they wish, to make audio<sup>6</sup> recordings of lecture and other group-based teaching and learning activities that are not being recorded by other means. Recordings made by students are subject to the same constraints as are imposed on those recordings made by, or on behalf of, the University and as are set out above.
14. Students or staff found to be in infringement of this policy will be subject to disciplinary proceedings.

---

<sup>1</sup> If you are uncertain how to do set this within your Moodle page, please contact the Skills team [skills@chi.ac.uk](mailto:skills@chi.ac.uk) or 01243 813585

<sup>2</sup> A Copy of the consent form is set out overleaf

<sup>3</sup> The restriction to access are preserved through the annual module roll over, and for example only students from cohort 1, can see archive 1.

<sup>4</sup> Care should be taken to avoid allowing wider access to restricted content through ChiPlayer's own functionality

<sup>5</sup> The Electronic Information Security Policy is available at: <http://help.chi.ac.uk/strategy-and-policies>

<sup>6</sup> Video recordings may be possible, dependent on their impact on the teaching, this is subject to prior agreement with the session leader.

This form is required for where you have been asked to participate in an event which is being recorded. In order to proceed we would like to ask you for your consent to be recorded. The key details of the purpose and circumstances for the recording are set out below;

Recording		Recorder Note
1	Department & Programme	
2	Recorder's name	
3	Recording date & time	
4	Purpose of recording	
5	Who you expect is, or might be recorded?	
6	Is there a risk of accidentally recording, or identifying someone – i.e. if there is an ad hoc Q&A session in a lecture or a reference to someone by name.	<input type="checkbox"/> Yes <input type="checkbox"/> No This may need a retrospective completion of explicit consent forms
7	Where is the recording to be stored?	<input type="checkbox"/> ChiPlayer (aka Panopto) <input type="checkbox"/> Other (please state)
8	Who will have access to the recording?	<input type="checkbox"/> Module participants <input type="checkbox"/> Department <input type="checkbox"/> University <input type="checkbox"/> Public <input type="checkbox"/> Select individuals
9	When is the recording to be de-published / deleted?	

**Consent agreed:** If you are participating in the event and are happy for the recording to be made available in accordance with the information set out above, please complete the boxes below:

<b>Name and Signature</b>	
<b>Phone number (not mandatory)</b>	
<b>Email (not mandatory)</b>	

This form will be collected by the event host and stored securely. A (scan) of the form should be emailed to the eLearning Skills team [skills@chi.ac.uk](mailto:skills@chi.ac.uk) . If you have any issues or concerns, please discuss these with the event host, (ideally before the start of recording) or contact [skills@chi.ac.uk](mailto:skills@chi.ac.uk) ext.3535