

Policy on the audio recording of lectures

The School acknowledges that students may wish to record teaching sessions to support their learning. This practice may be used to supplement students' lecture experiences and help them to concentrate on actively participating in classes. The School also recognizes that legal issues arise in relation to the recording of lectures, as students, staff and external parties have rights^[1] regarding their work and participation. Copyright and data protection laws are applicable whenever personal data is being processed, including where recording is being made of identifiable living individuals. This policy aims to protect the intellectual and privacy rights of individuals by setting out the conditions under which recording may occur and by specifying the consequences of breaching this policy.

I - Definitions and other premises

1. This policy applies to **all students** and staff involved in teaching and learning.
2. The term "recording" refers to **audio** recording alone. **Video recording and photographs are not permitted.**
3. The term "lecturer" refers to any University employee involved in teaching and learning.
4. **This policy does not cover small group teaching** (tutorial, seminar, student-led presentation, or other meetings). This policy sets out the conditions for recording **lectures only.**
5. Copyright does not belong to the student making the recording.
6. By recording identifiable living individuals, individuals are processing their personal data, which needs their **consent.**

Recorded lectures build on the value of the lecture and should not be seen as a replacement for lecture attendance.

II - Permission to record

7. All students may record a lecture after the lecturer has granted them permission. There is no requirement for disabled students to seek permission additional to that already granted to them by virtue of their disability.
8. Permission to record a session is granted to a student on the understanding that no **intellectual property right** in the recording passes to the student.
9. Lecturers should **normally give permission** unless they have good reason not to: this includes, but is not limited to, the inclusion of sensitive material, the infringement of copyright, data protection or commercial intellectual property.

10. If the lecturer does not grant permission, then an alternative format may be provided when feasible and deemed to be an appropriate adjustment (e.g. transcript of the lecture).
11. When permission has been granted to record the lecture, the lecturer should **tell all the students that permission has been granted**.
12. The method of recording should be **discrete and not intrusive**.
13. The School regards staff recording their lectures and putting them on the web as good practice.
14. Permission to record may not be given, at the lecturer's discretion, if the recording is available by podcast or other method on the web.
15. Students cannot record on behalf of others, except in the case of properly designated note-takers for disabled students.

III - Use of a recording

16. A recording is **only for personal and private use**.
17. Students are **not allowed not publish** the recording in any form (including but not limited to internet).
18. Students are not allowed to pass their recording to others (except for transcription, then the transcript can be passed to one person only).
19. Students are allowed to store their recording for the duration of their course but must **destroy it following the final assessment of their course of study**.

V - Implementation, support and review

20. Students will be informed of the policy at **induction and through course handbooks**.
21. Disability Services will offer support and guidance to disabled students in the implementation of this policy.

[1] Copyright, performer's rights, moral rights, privacy rights and data protection.