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# Recording Educational Activities Policy

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| Approving Body __VCEG     | Policy Owner __     | Head of ITS         |
| Date Approved __22/9/2020 | Executive Lead ____ | Director of Finance |

## Policy Statement

The creation of multimedia content for educational purposes is being increasingly adopted at the RAU as there are clear benefits for all, including the delivery of blended and remote learning, improved accessibility and opportunities for staff and students to develop digital skills.

This policy provides guidance for the recording by University staff, students or others, of activities delivered with an educational purpose by, or for, the Royal Agricultural University.

## 2. Scope

This policy is for the attention of all staff and students working and studying at the RAU; this includes franchise students and visiting lecturers. Staff and students whose institution is in a partnership arrangement with the RAU should refer to the corresponding policy at their own institution.

It aims to ensure that the necessary protections and enablers are in place to support recording educational activities, and it encompasses all types of media including audio and video.

Educational activities include, but are not limited to, lectures, presentations, tutorials, seminars, laboratory work and student assessments.

The approaches outlined should underpin the recording of educational activities regardless of whether staff or students are doing so on campus or remotely through online learning.

## 3. Notification of recording

When any recording is being carried out, all participants should be notified and provided with an explanation of how the recording will be used.

Obvious signs or clear indication should be given when recording is taking place and any recording should be made in an overt fashion (e.g. the recording equipment is on show) so that staff and students are aware that they are being recorded.

## **4. Consent**

A person's continued participation in a recording after being notified that it is taking place provides their implicit consent to being recorded.

Recordings which focus on sensitive identifiable personal data (e.g. political opinions, religious beliefs, racial or ethnic origin) will require explicit consent.

All parties have the right to stop the recording of a session if they are uncomfortable with the discussion taking place.

A consent form is specifically required from:

- External visitors
- Staff whose employment does not include a copyright clause
- Presenters and audience members where the recordings are likely to be used beyond the programme cohort

Consent forms can be obtained from the RAU's marketing department, and examples are provided as an appendix to this policy.

Attendees at RAU open days should also ask permission before recording activities, but it is acknowledged that they may not be aware of RAU policy.

Staff showing external visitors around the University are responsible for informing them if they do not have permission to record an activity.

## **5. Recording educational activities by staff**

Full lecture capture is not currently available in the University's teaching rooms but the ability to record audio and presentations from desktop PCs and laptops is provided.

Creating good quality content may require the use of specialised equipment (e.g. microphones to ensure sound quality). Such equipment is available and any requirements should be discussed with the IT Service Desk.

When recording educational content, staff should consider the following guidelines:

- Every effort should be made to create content that is reusable and has a significant educational value.
- Some material may be of a sensitive nature and should not be recorded. An example might be a case study using live financial or personal data.
- Recording of educational activities can have accessibility benefits and efforts should be made to support students when possible.

- Students who have a registered disability may wish to discuss what assistance is available; e.g. transcription/captioning, use of alternate media solutions etc. They should contact [enable@rau.ac.uk](mailto:enable@rau.ac.uk) for further help.

## 6. Recordings of student assessments

The University may make recordings of students for the purpose of assessments.

Any student who does not wish to be recorded should notify the member of the staff at the start of the educational activity, in which case an alternative assessment approach should be provided.

## 7. Recordings made by students

Students may record educational activities, unless explicitly informed by a member of staff that they do not have permission to record a specific activity for a particular reason.

Recordings made by students should only be used for academic purposes or as a personal aid for study.

Students must not publish their recordings or make them available to anyone who is not working or studying at the RAU.

Once a recording has served its purpose, or the student is no longer a member of the University, it should be erased.

Inappropriate use of recordings may be considered a case of student misconduct.

## 8. Intellectual property and performance rights

When recording educational activities, clarity on the rights and responsibilities of all involved regarding Intellectual Property Rights is required.

Participants in a recording who have given explicit or implicit consent to being recorded are deemed to have consented to the processing of their personal information in line with the GDPR, on the grounds of legitimate interest, and assigned their performance rights for the recording to the University.

In accordance with the University Intellectual Property, Confidential Information, and Commercialisation Policy, where copyright applies, the University will own all rights in any recordings.

This will allow the University to continue to use these recordings in future circumstances.

Staff own the performance rights of their teaching activities (as recorded) and should be acknowledged as the performer whenever possible and appropriate.

The University may modify and reproduce recordings created but should not substantially change the substance of the content.

## 9. Copyright

Staff have a responsibility to comply with copyright legislation and third party materials should only be included in recordings when it is lawful to do so.

When acknowledgement of copyright is required, a copyright notice can be included in the metadata of a recording, or at the start of a recording through use of a splash screen or spoken statement.

Guidance on complying with copyright can be obtained from the Library's copyright protection officer.

## 10. Storage, access and archiving

### Storage

All internal-facing educational content should be stored within the University video management system and made accessible only with appropriate authentication.

IT Services (ITS) are responsible for ensuring appropriate back-up processes are in place and that content can be extracted from the system if required.

External-facing multimedia may be stored elsewhere, in line with the GDPR, on secure servers within the EU.

### Access

Recorded content should be made available to students through the RAU's VLE on the relevant module pages and remain available to them for the duration of their programme of study.

### Archiving

If required, due to space limitations, content may be archived.

This will only apply to content within module folders older than five years i.e. the RAU's longest programme length plus one year.

ITS will give advance notice before carrying out any annual archiving of folders.

It is the responsibility of the content creator to ensure that material is moved to the correct folder (a current module folder).

Staff personal folders on the video management system will not be deleted while staff are in post.

## 11. Removal of inappropriate material

If any defamatory, sensitive or inaccurate content is identified, the IT Service Desk should be notified.

The Head of the School, in consultation with the owner of the content, is responsible for the decision to remove content. The process of removal will be managed by ITS.

## 12. Related policies

- Accessibility statements (see Gateway and RAU website)
- Code of Practice on Freedom of Speech  
<https://www.rau.ac.uk/about-us/organisation/public-information/rau-freedom-of-speech-and-academic-freedom>
- Data Protection Policy  
<https://www.rau.ac.uk/file/data-protection-policy>
- Flexible working policy  
<https://intranet.rau.ac.uk/DepartmentsSchools/HumanResources/Documents/Flexible%20Working%20Policy%20February%202020.pdf>
- Information Security Policies  
<https://www.rau.ac.uk/it-acceptable-use-policy>  
[https://intranet.rau.ac.uk/DepartmentsSchools/IT\\_Services/Documents/RAU%20Information%20Security%20Policy.pdf](https://intranet.rau.ac.uk/DepartmentsSchools/IT_Services/Documents/RAU%20Information%20Security%20Policy.pdf)
- Intellectual Property, Confidential Information, and Commercialisation Policy  
<https://www.rau.ac.uk/sites/files/rau/Intellectual-Property-Confidential-Information-and-Commercialisation-Policy.pdf>
- Records Retention Policy  
<https://intranet.rau.ac.uk/DepartmentsSchools/FinanceAndAdministration/Documents/Records%20Retention%20Policy%2020151023%20SIGNED.pdf>
- Remote Working and Mobile Device Policy  
[https://intranet.rau.ac.uk/DepartmentsSchools/IT\\_Services/Documents/RAU%20Remote%20Working%20and%20Mobile%20Device%20Policy.pdf](https://intranet.rau.ac.uk/DepartmentsSchools/IT_Services/Documents/RAU%20Remote%20Working%20and%20Mobile%20Device%20Policy.pdf)
- Retention Schedule  
<https://intranet.rau.ac.uk/DepartmentsSchools/FinanceAndAdministration/Documents/Records%20Retention%20Policy%2020151023%20SIGNED.pdf>
- Social media policy  
<https://intranet.rau.ac.uk/DepartmentsSchools/Marketing/Pages/Home.aspx>

## Appendix: Related Forms

These forms reside with the RAU's marketing department.

### External Presenter Form

We would like to record the content of your presentation for use by the Royal Agricultural University.

The University will hold the copyright of the recording to enable us to use it for teaching activities. You will be granted a non-exclusive licence to use the recording in any way you chose and for any purpose.

All content will be stored and used in line with our Recording of Educational Activities policy.

- As the sole owner of the performance rights I give permission to the Royal Agricultural University to capture my presentation.
- I give licence for the University to use, reproduce and modify the format and display of my presentation, but not modify the substance of its content.
- I acknowledge that it is my responsibility to obtain any necessary copyright permissions for materials

Title of event:

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Date of event:

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Name of speaker:

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Signature of speaker:

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## Model Consent Form

**I agree to my image appearing in the following:**

- The University's and Student Union printed marketing materials (e.g prospectus, banners and adverts)
- The University's and Student Union online marketing materials (e.g website, email and social media)
- External websites for marketing purposes (e.g. WhatUni and adverts)
- Internal communications from the University and Students Union
- External communications (e.g. press releases and use by the media)
- Video for University or Student Union marketing

☐ Yes

☐ No

**(Student) ID Number .....**

**(Non-Student) Date of Birth .....**

**I understand that the Royal Agricultural University owns copyright of the photograph(s) / video(s) / image(s) or contributions and I am not permitted to reproduce them without written consent**

- I confirm that I have agreed to contribute to or participate in the collection of photograph(s), video(s), image(s) and/or text-based descriptions, as agreed with the University's representative.
- In accordance with the boxes I have ticked above, I agree to and hereby give all consents and permissions and grant any licence that may be required under the General Data Protection Regulations and any legislation or regulation to permit my contribution/image and any adaptations thereof either complete, alone or in conjunction with any wording and/or drawings for all advertising, communications and editorial purposes by the Royal Agricultural University and its licensees or assignees in all media worldwide without restriction in material they consider appropriate.
- I acknowledge that use of the photographs are not for any payment and there is no obligation on the University to use the photographs.
- I understand that I can change my image usage preferences or ask the University and or Students Union to stop using my images altogether at any time, in which case they will not be used in future materials but may continue to appear in publications already in circulation.

☐ I confirm that I am over 18 years of age

**Name (block capitals):**

Signature:

Date:

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Course (if applicable):

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Company/organisation (if applicable):

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Telephone number:

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Email:

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Address (optional):

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**For marketing use**

Name of comms/marketing staff member at shoot (if applicable)

Date of photo shoot:

Description and purpose:

Once completed please return to:

The Marketing and Communications Team, Royal Agricultural University, Cirencester, Gloucestershire, GL7 6JS



# Filming Notice

**Please be advised that filming and/or photography will be taking place in this area between the hours of [insert hours] on [insert date]**

**By attending this event you are giving your consent and grant any licence that may be required under the General Data Protection Regulations.**

**If you do not wish to be included, please speak to the photographer/videographer so we can take appropriate steps to ensure you are not included.**

**The photographs/film may be used in University and Student Union marketing materials and communications, as well as our website, press releases, social media channels and use by the media.**

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Signed

Signed:

\_\_\_\_\_  
Vice-Chancellor

Date:

\_\_\_\_\_  
MM/YYYY

Signed:

\_\_\_\_\_

Governor

Date:

MM/YYYY

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