

Audio Video Recording for Educational Activities

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Introduction and Purpose

1. This policy applies to audio and video recordings for educational purpose, delivered by or for UWE Bristol, by university staff, students, affiliated partners, or others.
2. The copyright in any recording of an educational activity is owned by the University. However, another relevant form of Intellectual Property (IP) is Performer's Rights, and this will not automatically be owned by the University.
3. The purpose and use of audio and video recording, unless otherwise stated in this policy, is to augment the student learning experience by providing supplementary learning materials and not, for example, to act as a means of monitoring the quality of delivery or course content.
4. It is accepted practice to make audio or video recordings of educational activities. However, it is important to acknowledge that not all educational activities are suitable to be recorded (notwithstanding reasonable adjustment requirements as set out in the [UWE Reasonable Adjustment student policy](#)) and made available as on-demand content and that some material and discussion is of a sensitive nature that may not be appropriate to record. For example, didactic whole cohort educational activities would be recorded, whereas seminars and tutorials due to their nature are less likely to be appropriate to record, as it would involve capturing a significant amount of student discussion.
5. The benefits of recording and how it supports a student's learning journey is recognised, especially for students with additional learning needs, reasonable adjustment requirements, student carers, who often miss learning activities to carry out their caring responsibilities and international students where English is not their first language. This also includes any student with sickness absence, or an unavoidable appointment related to disability, gender identity, religious observance, pregnancy, or maternity. This is not exhaustive, and that recording is part of inclusive practice that makes our work fit for purpose when teaching a diverse student body.
6. Recordings are taken to enhance the learning experience and are important learning resources, they are not designed to replace face to face delivery. Although a member of staff may choose to reuse when it saves repeating an educational activity and gives an opportunity for alternative student contact that enhances the overall student experience.

Scope and Definitions

1. As a result of this policy, consent is given by the academic or technical member of staff, recognising that recording (audio and video) of educational activities is an expected part of their role. Explicit consent to a limited scope of use is also outlined. In the event of further reuse, additional permission or a waiver of rights would be required from the member of staff (performer).

2. All types of audio or video recordings in all media are covered by this policy and within this policy the system used to generate these recordings is referred to as an educational event capture system.
3. This policy does not cover recordings made for purely research or archival purposes. Guidance for these purposes can be found within [UWE Code of Good Research Conduct](#).
4. Recordings should not be seen as a substitute for attending any form of on campus delivery and should be seen as a tool and resource that adds value to the student cohort.

Reasonable Adjustments

1. Decisions regarding the use of event capture systems should be consistent and follow the Reasonable Adjustment guide/policy.
2. The expectation is that all staff will provide audio recordings as a reasonable adjustment when requested to do so by the UWE Bristol Disability Service, or equivalent partner service. In the event of the member of staff feeling that the request isn't reasonable (see [section 1.4](#) which recognises some exceptions), they must discuss their concerns with either the UWE Bristol Disability Service, equivalent partner service or their immediate line manager, ensuring any decision made is robust and that alternative solutions to support the students learning experience have been explored. One solution could be to release the recording only to the student who needs it, whilst reminding them that they will be expected to delete the recording as soon as they cease to be a student at the University.
3. English language captions are automatically added to all video uploaded or created in the event capture system. The captions are created by automated speech recognition and therefore, the performer is not responsible for their accuracy or checking and correcting the captions (which are unlikely to be 100% accurate) before they are released. In the event of a student identifying widespread caption errors which have a disproportionate impact on meaning and intelligibility, they should initially contact the performer. If anything, other than minor amendments are required, the UWE Bristol performer can obtain support with editing by contacting their College Digital Learning Team or by contacting the Disability Services team who may determine that a reasonable adjustment in the form of manual captioning or transcription is required. Please see [Digital Learning Environment Accessibility Statement](#) for details on our accuracy of captions.
4. Some students will have approval to use a personal recording application as an approved reasonable adjustment. Where this is the most appropriate adjustment, they will use this rather than audio or video recording. Where providing a reasonable adjustment the session leader should determine if other participants also need to be informed that a recording will be taking place. It is likely that where this is a whole

cohort lecture there is no need to inform the rest of the class. Students will be advised that they must delete the recording as soon as they cease to be a student at the University.

General Principles

Recording Audience

1. When a recording is taken, it is only intended for the cohort of students the educational activity is being delivered to, whilst also being used for revision and catch-up purposes and subject to the appropriate reuse examples and permission requirements outlined.

Recording and Editing

1. As part of a student's induction, they will be made aware that during their time at UWE various educational activities will be recorded. They should also be briefed that if they wanted to raise something of a personal nature that they did not want recording, they could ask for the recording to be paused and then restarted once they have shared.
2. Students are not obligated to turn their camera on during any session that is being recorded.
3. The University may make recordings of students for the purposes of assessment. Any student not wishing to be recorded should notify the member of staff at the start of the educational activity. Students cannot request not to be recorded if it is a mandatory requirement of the assessment.
4. In the event of a recording inadvertently capturing personal or sensitive content that staff / students are uncomfortable to share, this should be edited before being made available to the cohort. For UWE Bristol staff who facilitated the recording and require support, should initially contact their School/College Digital Learning team.

Recording Re-Use

1. No recording should be edited or repurposed without the permission of the member of staff (performance rights owner).
2. In the event of the recording being used for a different cohort, where the content remains relevant, then the performer needs to grant permission before it can be used.
3. Students may use recordings of educational activities only in relation to their personal studies. Any unauthorised sharing or distribution, including uploading onto

any social media platform would be considered as a breach of the student conduct policy and could be subject to disciplinary action.

4. A recording can be used to support a member of staff's personal development with prior agreement between the manager and member of staff. The staff member has the right to refuse.
5. A member of staff can give permission or a waiver of rights for the University to re-use any or all recordings, for a specific or general purpose.
6. With consent of all identifiable parties captured, a recording may be used as a contributory source of evidence to investigate an allegation of misconduct.
7. A previous years' recording will not be used to cover teaching activities impacted by industrial action.

Recording Retention

1. Once a recording has been made and is available to students, it should remain accessible for the rest of the academic year, including any resit window and up until award board, which is then when the module is finished.
2. In the event of a member of staff or student leaving the University during an academic year, recordings would be retained and used as per the above point, to ensure there is no negative impact on their learning journey.
3. No recording can be used once a member of staff has left the University, unless as stated above.

Recording Removal

1. If a participant becomes aware that any defamatory, sensitive, inaccurate, or infringing material is included within a recording or any other reason why it would be appropriate for the University to remove a recording, they can request for the recording to be removed.
2. Recordings will be removed from the event capture system at the request of the member of staff who facilitated the session.

Student Recording of Educational Activity

1. Students may not produce their own recordings of educational activities unless prior consent (and ethical approval if required) is given by the individual member of staff facilitating that educational activity. As part of the decision-making process, due regard to any request for a reasonable adjustment should be made.
2. Any recording made by a student must only be used as a personal aid for study purposes. Students may not share, publish, or otherwise make the recording

available in whole or in part to any other person or posted online in publicly accessible sites (including social media).

3. In case of a student using a personal recording application as an approved reasonable adjustment, students will need to remain in line with the University's legal responsibility and policy on [Reasonable Adjustments to Learning, Teaching & Assessment for Disabled Students](#).
4. Students must delete the recording as soon as they cease to be a student at the University.

Data Protection

1. Having regard to the whole policy, when a member of staff facilitating an educational activity decides to record and has informed the participants to this effect, the participants acknowledge the processing of their personal data in accordance with University policy.
2. In relation to the recorded material, the legal basis for processing personal and special category data belonging to a member of staff is based on the performance of a contract and fulfilment of employment obligations by the university.
3. Where recordings capture the personal data of a student, the university will be processing this data under the legal basis of legitimate interests. Where special category data is captured (racial or ethnic origin, political opinions, religious beliefs, trade union membership, physical or mental health and sexual life), the university will be processing this data on the basis of public interest.
4. It is not the Universities intention to record any personal data that may capture criminal convictions and offenses. As such, this will need to be considered when choosing, or continuing to record, in line with this policy.
5. There may be occasions where a [consent form](#) is specifically required for external visitors or speakers who do not hold a contract with the University. This will be on a case-by-case basis and documented appropriately.

Intellectual Property

1. Staff to make reasonable efforts to ensure compliance with copyright legislation relating to their lectures and educational activities. Third party materials (such as YouTube clips, music or TV and radio recordings) should only be included when it is lawful and ethical to do so.
2. The UWE Bristol library provides information on [complying with copyright](#). This information provides useful guidance, but it remains the individual's responsibility to ensure they remain compliant.

Further Guidance and Support

Disagreement

1. In the event of there being any type of disagreement with recording reuse or retention, the existing UWE dispute mechanism practices and policies should be used to resolve.

Definitions

Educational Activity	Recording of activities with an educational purpose delivered by or for UWE Bristol, by university members of staff, students, or others.
Event Capture	System used to generate audio and video recordings is referred to as an educational event capture system.
Performer Rights	Rights of a performer to authorise or prohibit certain uses of their live performances. Educational activities such as lectures will in most circumstances meet the definition of a performance and thereby give rise to performers' rights held by members of staff.
UWE Bristol Staff	A member of staff employed by UWE Bristol

Ownership and Oversight

Document name:	Audio Video Recording for Educational Activities v2.4
Version number:	4.0
Equality Analysis:	Feb 2023
First approved by:	Academic Board / 29/06/2018
This version approved by:	LTSEC
Effective from:	01 August 2024
Next review date:	3 Years
Senior Policy Owner:	Hannah Mathias
Policy Author:	Richard Strange / Hannah Mathias
Overseeing committee:	Learning, Teaching and Student Experience Committee (LTSEC)
Compliance measures:	
Related policies, procedures, and codes of practice:	
Related legislative and/or regulatory requirements	

Version History

Version	Date	Summary of changes	Author
V0.1	11/06/2018	New policy	Tod Burton
V1.0	29/06/2018	Minor changes – following feedback from LTSEC and Academic Board	Tod Burton
V1.1	23/01/2019	Updates after agreement with requested changes from LTSEC, LTSEC18.06.08.2	Tod Burton
V2.0	11/11/2022	Major Changes – as part of a consultation with UCU and the Disability Services Team	Richard Strange/Christopher Mason/Hannah Mathias/Richard Manley/Vicki Campbell
V2.1	17/02/2022	Updates following feedback from EDI team	
V2.2	05/05/2023	Updates following completion of Equality Analysis	
V2.3	16/06/2023	Minor updates following feedback from LTSEC on 7 June 23	Richard Strange/Christopher Mason/Hannah Mathias/Vicki Campbell/Nicola Bolt
V2.4	08/12/2023	Amendments following feedback from LTSEC members, Data Protection Team, and Academic Quality and Partnerships	Richard Strange/Christopher Mason/Hannah Mathias/Vicki Campbell/Helen Dewar/James Whitbread

Related Information

Information Type	Link
Performer Rights	UWE Bristol Code of Good Research Conduct
Reasonable Adjustments Guide	Reasonable Adjustments for Students Guide
Reasonable Adjustments Policy	Reasonable Adjustments to Learning, Teaching & Assessment for Disabled Students Policy
Information Commissioners Office	Special Category Data
Consent Forms	Recording Lectures and Participant's Legal Rights
Privacy Rights and Data Protection	Student / Staff Privacy Notice
Copyright Law	Copyright and Teaching
Digital Learning Environment Accessibility Statement	Digital Learning Accessibility Statement