

Audio/Video Recording of Taught Sessions Guidance for all students

The University wishes for all students to be able to engage with their studies to the best of their potential. For students with disabilities reasonable adjustments must be made, as required under the Equality Act 2010 and this can include granting permission to students to record their taught lectures and seminars. However the University recognises that being able to make recordings of taught sessions can be of benefit to other students as well; for example if English is not their first language.

The Data Protection Act 1998 exists to protect the rights of individuals in relation to the personal data kept on them. The material recorded in a taught lecture or seminar is of an identifiable, living individual (in this case a lecturer and/or students) and so constitutes those individuals' personal data. This means that if you wish to make an audio or video recording then you must comply with the requirements of the Act.

This guidance is concerned with the making of audio/video recordings of taught lectures and seminars. It does not cover one-to-one tutorials; if you wish to record your tutorials then you should seek the permission of the individual tutor involved.

Getting permission to make an audio or video recording

If your reason for wanting to record a lecture is connected to a disability then you should contact the Student Wellbeing Centre to discuss your support needs. The Student Wellbeing Centre provides its own Guidance Notes on the recording of lectures/seminars which should be read by registered students in conjunction with this guidance document. If you are making recordings as a Student Wellbeing Centre registered student then they will approach lecturers on your behalf to gain the required permission.

If you are a student wishing to record taught sessions to assist with your learning and are not registered with the Student Wellbeing Centre then you will need to speak to each lecturer individually, prior to the session, in order to receive their written permission to record. You should give your lecturer enough time to decide whether there are any issues of copyright or if the rights of any other individuals will be infringed upon. It is the right of the individual lecturer to allow or deny your request.

If permission is granted then your lecturer will inform you of this in writing. It will then be the responsibility of the lecturer, either before or at the beginning of the session, to inform students that recording will be taking place. A suggested pro forma for seeking and granting permission is appended to this guidance.

Your responsibilities / Terms of use

- No covert recording is permitted; both the lecturer and students should be aware that their comments may be recorded; the former through you having requested permission prior to the session and the latter by having been informed of it at the start of the session.
- Recordings should be made discreetly and should not disrupt or distract the lecturer or your fellow students.

- The lecturer will retain the right to ask you to stop or pause the recording at any time; for example if the material is of a sensitive or confidential nature, or if the recording is believed to be having a negative impact on the willingness of students to participate in discussion.
- Any recordings you make are for your personal use only and the material recorded belongs to the lecturer concerned and the University. You therefore must not reproduce or re-distribute the recordings with anyone else. The only exception to this is if you have a disability which requires someone else to transcribe the recording for you; this requirement will have been agreed with DART in advance.
- Recordings should not be posted on social networking sites or any other type of website.
- Once you have successfully completed the module for which the recording(s) were made they should be destroyed. No recordings should be kept beyond the completion of your studies.
- If you use material from a recorded lecture in any written assignment then the source must be acknowledged and properly referenced; otherwise you may be penalised under the Academic Offences regulations.
- Failure to comply with the above terms may give rise to proceedings under the Student Conduct and Disciplinary Regulations.

It should be noted that you are at University to learn and that knowing how to take appropriately detailed and legible notes is a valuable skill in its own right.

Sources of Further Advice and Guidance

University Staff

Data Protection

Information Compliance Officer: compliance@lincoln.ac.uk

Student Wellbeing Service

Contact the Student Wellbeing Service for a confidential discussion of your needs on + 44 (0)1522 886400 or email studentwellbeing@lincoln.ac.uk

Related University Documents

Data Protection

<http://secretariat.blogs.lincoln.ac.uk/information-compliance/data-protection/>

The Disability Service

<https://www.lincoln.ac.uk/home/campuslife/studentssupport/studentservices/studentwellbeingcentre/disabilityservice/>

External Links

Jisc

Jisc provides extensive guidance on the legal aspects of data protection; in particular you may find their guidance on 'Recording Lectures: Legal Considerations' useful.

<https://www.jisc.ac.uk/guides/recording-lectures-legal-considerations>

Appendix 1: Example pro forma for obtaining lecturer's consent

I have read the University of Lincoln's guidance on Audio/Video Recording of Taught Sessions and agree to abide by the guidelines for making recordings set out there including the terms of use:

Signed

**Full name
(please print)**

Student ID

Date

I hereby give permission for the above student to make recordings of my lectures for their own personal study providing they abide by the rules laid out in the Audio/Video Recording of Taught Sessions guidance.

Lecturer Signature

**Full name
(please print)**

Date
