

Draft Wording for Lecture Capture Consent Form

Purpose

In order to enhance the student learning experience, the University of Warwick (the “**University**”) wishes to make available to its current students digital recordings of University lectures, presentations and seminars (“**Recordings**”) for learning and teaching purposes.

A Recording will include the entire lecture, presentation or seminar and will capture image and sound recordings of the presenter and any visual aids within view of the camera. It is not intended to capture students.

Recordings will not be used for any other purpose, and will be stored [INSERT location] for a period of [INSERT agreed period] years, after which time they will be deleted/destroyed.

The purpose of this form is to seek the presenter’s consent to the recording of their lecture, presentation or seminar and to the University’s use of the Recording(s) as part of its student learning experience.

The University shall ensure that the Recording is attributed to the presenter at all times.

Consent

I hereby confirm to the University that:

1. I consent to being filmed, recorded and/or broadcast by or on behalf of the University in accordance with the above Purpose;
2. the University may use, store, copy, distribute, communicate and edit a Recording and its contents in whole or in part, for use by the University’s current students on the University’s access-controlled systems for lecture capture and teaching materials in accordance with the above Purpose;
3. I will notify everyone present (in advance) that a Recording is being made and bring to the students’ attention any restrictions on their re-use of the Recording in accordance with the policies of the University;
4. in order to avoid the infringement of any third party intellectual property by myself and/or the University, I will ensure that appropriate permission has been obtained for the use of any materials included in a Recording. If I am ever unsure whether permission has been granted or obtained or is necessary in the circumstances I will contact [INSERT] prior to including such materials in a Recording;
5. to the extent that my personal data is included in a Recording (for example by way of my image and appropriate attribution), I consent to my personal data being collected and processed in accordance with the above Purpose only. I also consent to my data being stored outside of the European Economic Area;

Signed:

Full Name:

Position:

Date: