

Student Policy for the Recording of Teaching & Learning Activities

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1.5.

What will be recorded?

2.7.

2.12. Use of Learning Capture recordings by students

- 2.13. You may only use Learning Capture recordings for personal use in relation to your studies and must only access and use Learning Capture recordings via University-approved systems (usually YuJa and/or Blackboard).
- 2.14. Recordings of live teaching and learning activities will normally be made available to you within 7 days of the event being recorded. If content will not be available as expected due to exceptional unforeseen circumstances (either leading to a delay in publication or, in very rare situations, not being appropriate for publication at all), this should be communicated to students by the relevant member of staff, for example, by a notification on Blackboard, or a note added to the weekly learning plan.
- 2.15. You must only access or use recordings of live teaching activities for modules on which you are registered at the time of the content being captured (NB

- 2.21. The University retains the rights to withdraw a recording at any time due to potential infringement of copyright, data protection, any other potential legal issue, or public exposure of commercially sensitive information.

How is my data protected?

- 2.22. Any Personal Data held in recorded content will be processed in accordance with the General Data Protection Regulation (GDPR) 2016, Data Protection Act 2018 and all applicable data protection laws.
- 2.23. For further information regarding how personal data in recordings made by the University is handled, please see [Recorded Teaching Privacy Notices](#) website.

The recording of 'live' University teaching and learning activities by students ('personal recordings')

- 3.1.

of your own legal responsibilities (such as defamation, copyright and data protection), as well as the broader need to comply with the Regulations for Student Conduct.

3.7. You may not:

- Record teaching sessions or lectures on behalf of anyone else (NB see Section 5 for more information for individuals assisting a student with a disability);
- Allow access to such recordings by any other unauthorised person by any means, including distribution via email (except for the purposes of transcription only);
- Publish or sell such recordings in any form (this includes, but is not limited to, social media platforms, the internet and hard copy publication).

3.8. You may store recordings of lectures and teaching sessions for the duration of your programme of study, after which you should destroy them.

3.9. Intellectual property rights in the contents of the lecture/ teaching session or the lecture materials captured belong to the University or to a third party. Ownership of these intellectual property rights is not altered should the lecture, session or materials be recorded.

Recordings made by students of their own study-related activities

4.1. You may sometimes be instructed by the University to record or stream your own activity as part of your programme of study (e.g., recording yourself giving a presentation for assessment).

4.2. If such a recording will include any University content and/or contributions from other students, teaching staff or other third parties:

- You must inform any others that will feature in the recording, that recording is taking place;
- You should only make the recording available to staff and students on the module to which the recording relates, and only store and share it via University systems (YuJa, Blackboard, Canvas, Microsoft Teams, Microsoft OneDrive);

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made by the University, staff will take into account the reason for the
recorded activity, and the impact of such editing on the resulting product.
- If the request is declined, the student will be informed of the reason for this.

- 7.4. If you believe that any content made available on any recording covered by this policy is unlawful or inappropriate, you should submit a complaint to the following email address, together with details of your complaint:
noticeandakedown@reading.ac.uk. The University reserves the right to remove/delete any such content at its sole discretion.
- 7.5. If you wish to raise concerns relating to published content under data protection laws (including the General Data Protection Regulation), please contact the Data Protection Officer (email imps@reading.ac.uk).

Ownership and Review of Policy

- 8.1. This Policy is effective from the date approved in section 9 below and will be reviewed by the Sub-Committee on the Delivery and Enhancement of Learning and Teaching.

Document Control

Version	Section	Keeper	Reviewed	Approving authority	Approval date	Start date	Next review
1.0	CQSD	DELT	3 years	UBTLSE	13/9/22	2022/23	01/09/25

Created in consultation with Legal Services, IMPS, RUSU and the Learning Capture Policy Working Group.

Related Policy: [Policy for the Recording of Teaching and Learning Activities \(Learning Capture\)](#)

Contacts for advice

About this Policy: Please contact your Academic Tutor or Director of Teaching and Learning in the first instance.

Advice for Students with a disability: please contact the [Disability Advisory Service](#).

About Data Protection, Records Management and Copyright: Information Management and Policy Services (IMPS) imps@reading.ac.uk 0118 378 5770