

GUIDANCE ON RECORDING ONLINE CONTENT

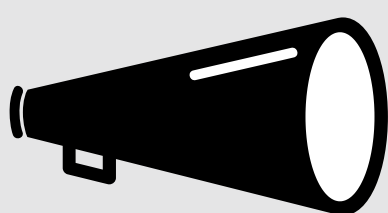
Tips on taking a professional approach...

This guidance deals with the recording by University staff, students or others of online meetings and educational activities.

1

TELL PEOPLE

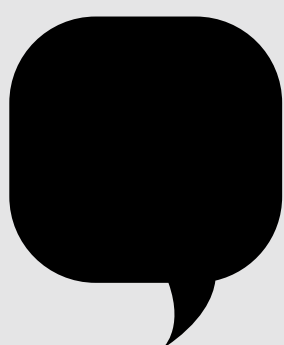
If you are recording content - a meeting, seminar or presentation - you need to be explicit with everyone that recording is taking place. Notify all attendees at the start of the session. You also need to state where the meeting recording will go and who it will be shared with. Avoid recording informal unrelated discussions at the start and end of sessions.



2

CONSIDER THE CONTENT

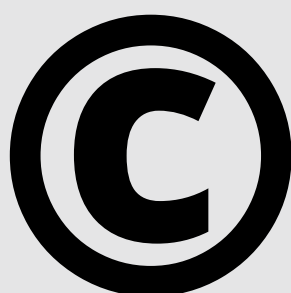
Recordings are subject to Freedom of Information (FOI), General Data Protection Act (GDPR), the Data Protection Act and the Human Rights Act. Be mindful about what you say. Use the 'would I shout it out in a roomful of people?' check. Chats and messages are also stored by the system.



3

IP AND COPYRIGHT

In most cases the University will own all rights in any staff created recordings. However they will not usually own the Intellectual Property (IP) of student created content. Check the University IP policy for full details. If recording external people you are advised to ask them to sign a consent form.



4

STORAGE

Recordings should be stored in the appropriate place. If they are for learning and teaching they should be uploaded to Panopto. If they are for other University business they should be moved to the correct folder. Do not store recordings on personal drives. Follow RAU retention guidelines. Remember that your upload and download times will depend on your Internet connection.



5

ACCESSIBILITY

Recording of educational activities can have accessibility benefits. You should take appropriate response to ensure video content is accessible to all staff and students equally.

