

Recording Teaching & Academic Contact Sessions Policy

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2. Introduction and Scope

With the rapid shift to online delivery of teaching and academic contact sessions in light of the Covid-19 Pandemic, Oxford Brookes University ('Brookes') recognises that students, for valid reasons such as illness, shielding, travel restrictions, time zone differences and other commitments, will not always be able to access these at the scheduled time. This context provides a further imperative to record academic contact sessions and make those recordings available. Existing reasons that are currently cited as valid for students to make recordings include being able to revisit teaching materials and learn at their own pace and, for some students with a specific disability, meeting a legal entitlement to additional support to learn.

This policy sets out the manner in which Brookes will ensure that the recording of teaching and academic contact sessions meets the needs of our staff and students whilst protecting their rights under UK law (specifically privacy and intellectual property) and comply with existing Brookes' policies and regulations.

Whilst this policy is primarily intended to serve the needs of Brookes staff and students during the current pandemic it is expected that many of the principles and protocols described below will provide a framework to meet the future, 'business as usual' needs of digital delivery.

This policy shall apply to all Brookes employees and contractors. Please note that while many of the principles detailed in this policy will also apply to the recording of staff-only meetings, specific guidance will be issued for such recordings.

3. Guiding Principles

- I. Brookes will make recording synchronous group academic contact sessions the norm with the overriding purpose of supporting learning and learners.
- II. Brookes will encourage its students to understand that they are co-creating their own learning and the learning of their peers through their active contribution to discussions and dialogue as well as when developing learning artefacts shared within an academic contact session.
- III. Brookes will develop policy and protocols that promote the recording of academic contact sessions by the university/ its employees, minimising the likelihood or the need for individual students to make their own recordings.
- IV. Brookes will still allow students to record academic contact sessions and will ensure Regulation E19 meets the needs of both students and the University.
- V. Brookes will write policy/procedures to ensure that announcements are made when an academic contact session will be recorded and/or may not be recorded independently by students present (see section 4, General Policy).
- VI. Brookes will write policy/develop procedures to enable a member of staff to edit recordings in advance of upload and sharing with students and that there will be a right to request the withdrawal of a recording from use by staff and/or students (see section 9, Exceptions).
- VII. Brookes will write policy/procedures to explicitly ensure that recordings are captioned, subject to restricted use (for learning) and sharing (among the relevant Brookes community), that they will be kept no longer than necessary (and no longer than six months) and stored securely (in accordance with published University data protection and information security policies). For further information please see section 10, Recording Editing and Publishing.

4. General Policy

4.1 A. All group teaching and academic contact sessions will be recorded unless one of the following criteria / situations apply:

- a) Permission not to record has been given by the appropriate Faculty Dean or ADESE;
- b) Technological constraints make recording impractical;
- c) Face to face sessions do not need to be recorded if an online, synchronous, version of the same course content is available

B. In order to ensure optimal student engagement in scenario c) above it is expected that all students will switch their cameras on for the recording of the online, synchronous version of the teaching. Note this does not supersede the exceptions process described in section 9 of this policy.

C. Please note that Zoom sessions will be recorded by default (note: The meeting host can stop recording at any point).

4.2 Staff should offer students the choice of recording 1:1 academic contact sessions (note: Sessions recorded in Zoom can be made available to specific individuals only).

4.3 It must be clear to staff and students that sessions are being recorded with appropriate guidance made available.

4.4 There must be a delay between the recording and publication of teaching and academic contact sessions to allow materials to be edited as appropriate.

4.5 Faculties shall ensure that it is clear to students in advance which sessions will not be recorded. Information on which sessions will not be recorded should be published by faculties.

5. Data Protection

5.1 Recordings of teaching and academic contact sessions ('recorded material') will include personal data of staff and students. As such, all recordings must be made, stored and accessed in accordance with the UK Data Protection Act 2018 and the Brookes [Data Protection & Privacy Policy](#).

5.2 Personal data shall be:

- A. Processed lawfully, fairly and in a transparent manner ('lawfulness, fairness and transparency').
- B. Collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes.
- C. Adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed ('data minimisation').
- D. Accurate and, where necessary, kept up to date ("accuracy").
- E. Kept in a form which permits identification for no longer than is necessary for the purposes for which the personal data are processed ("storage limitation").
- F. Processed in a manner that ensures appropriate security using appropriate technical or organisational measures of the personal data ("integrity and confidentiality").

5.3 The lawful basis for processing (making, storing and using) recorded material shall be that processing

is in the legitimate interests of Brookes. Note, this means that explicit consent to record is not required for data protection compliance. It may be required for other purposes though (see section 6, Intellectual Property)

- 5.4 Recorded material shall only be retained for as long as necessary for teaching purposes. It is expected that recordings will be retained for a minimum of six months and a maximum of two years. Please note that retention requirements may differ between courses and should be agreed in principle with module leads and / or ADESEs. Staff with concerns or queries regarding retention of material should contact the University Records Manager via info.sec@brookes.ac.uk
- 5.5 Requests from individuals to exercise their rights under the Data Protection Act (e.g the right of data erasure and the right of subject access) should be sent to the IT Services Information Security team via info.sec@brookes.ac.uk
- 5.6 Recorded material shall be stored securely and only made available to those with a need to access them (see section 10, 'security of recorded material and access control' for further details).
- 5.7 Suspected or actual breaches of the Data Protection Act must be reported immediately to the IT Services Information Security Management team via the [IT Services self-service portal](#) or email to info.sec@brookes.ac.uk
- 5.8 Complaints or queries regarding the use of personal data in recorded material should be directed to the Brookes Data Protection Officer via brookesdpo@brookes.ac.uk

6. Intellectual Property

- 6.1 Recorded material must be made, stored and shared in accordance with the Brookes [Intellectual Property \(IP\) Policy](#) and all relevant UK legislation.
- 6.2 In accordance with the Intellectual Property Policy, staff IP inherent in recorded material is the property of Brookes.
- 6.3 Brookes may rely on an implied licence to use undergraduate student IP in recordings for a limited period of time providing that students are aware the session is being recorded and use of the recorded material does not breach acceptable use guidelines (see section 7, Appropriate Use of Recorded Material).
- 6.4 IP rights owned by a third party must not be infringed by the making, storage or sharing of recorded material.

7. Appropriate Use of Recorded Material

- 7.1 Recorded material is intended for the learning purposes of Brookes students and must not be sold for profit or made publicly available without the explicit permission of the Faculty Dean or VCG.
- 7.2 Recorded material must not be made publicly available or shared outside of Brookes without the explicit permission of the Faculty Dean, Head of School or ADESE.
- 7.3 Edited recorded material must not breach the moral rights of staff and students featured in the recording. For example recordings cannot be edited in such a way that comments are likely to be taken out of context. For more information please see the Brookes [Intellectual Property \(IP\) Policy](#).
- 7.4 In exceptional circumstances, recorded material may be made available as evidence in student conduct or staff disciplinary proceedings.

8. Considerations for Guests and other Third Parties

- 8.1 It is important to note that guests and other third parties ('guests') will not necessarily be bound by

Brookes' policies and regulations so different arrangements may be needed to protect both their rights and freedoms as well as ensuring Brookes itself remains compliant with UK legislation and our own regulations.

- 8.2 Guests should be notified in advance of online sessions that they will be recorded and shared with Brookes students. Necessary adjustments should be made if a guest speaker objects to a session being recorded.

9. Exceptions

- 9.1 Brookes staff, students and guests may not wish to participate in recorded sessions. Staff and students may also wish to request editing of recorded materials.
- 9.2 Staff and students who do not wish to participate in recorded teaching sessions must submit a request via the [IT Service Portal](#)
- 9.3 Students who would like a recorded session to be edited (e.g. to remove a comment they made) or made unavailable, must submit a request via the [IT Service Portal](#)

10. Recording, editing and publishing

- 10.1 Recorded sessions should only be stored, edited and published using platforms supported by IT Services .
- 10.2 Guidance on the recording, editing and publishing of teaching and academic contact sessions shall be published and maintained. For further information please see <https://brookes.ac.uk/ocslid>
- 10.3 Suspected or confirmed breaches of security policies and procedures must be reported immediately to the IT Services Information Security Management team via the [IT Services self-service portal](#) or email to info.sec@brookes.ac.uk

11. Policy review

- 11.1 An initial review of this policy shall be conducted by May 2021.
- 11.2 Thereafter this policy and associated protocols shall be reviewed on an annual basis.