Policy for Recording of Teaching Sessions

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1 Purpose

1.1 The purpose of this Policy is to clarify the University's position regarding the video or sound recording (live and pre-recorded) by University staff, students or others, of educational activities for teaching and learning purposes. This is sometimes referred to as lecture capture or lecture recording.

1.2 The Policy aims to encourage the practical and responsible recording of teaching sessions. It also seeks to provide clarity on the rights and responsibilities of the University, its staff and its students, external visiting lecturers and any other participants in the recording of educational activities for teaching and learning.

2 Overview

2.1 The University of Worcester Strategic Plan (2026-2030) identifies 'Flexible, inclusive learning pathways that respond to diverse learner needs' and 'Inclusive access and opportunity for every learner to flourish' as key areas of focus in achieving the University vision for learning and teaching.

2.2 Provision of the facility to record teaching sessions can play a significant role in ensuring all students have access to high-quality teaching content enabling flexibility to meet their personal learning needs. It therefore has an important role in inclusion and in accessibility for all learners and contributes towards the University meeting its obligations under the Equality Act 2010 as well as the university's commitment to inclusive learning and teaching practice.

2.3 There are many educational benefits for students in having access to recorded teaching sessions, including:

- providing recordings enables students with specific learning disabilities to access teaching content without having to identify themselves, and ensures that students who have not disclosed their disability are also able to access the teaching content
- irrespective of any specific learning need, providing students with recordings means they are able to review the session and content at a time of their own choosing to facilitate reflection and further understanding of particular teaching points or by pausing/revisiting complex concepts to help understanding
- research shows students particularly value accessing recorded sessions in the run-up to assessment periods to recap knowledge and understanding
- permitting students who have not been able to attend a scheduled on-campus teaching session to review and catch-up on the learning, which is especially important for commuting students or students with caring responsibilities
- providing accessible learning content which assists students who need captions or those for whom English is a second language in understanding teaching content.

2.4 The provision of recordings is not intended as a substitute for attendance at lectures or other teaching sessions. Staff are encouraged to have open discussions with their students regarding the benefits of recording appropriate teaching sessions, parts of sessions or content in terms of review and reflection, accessibility etc.

3 Definitions

3.1 The following terms and definitions are used within this policy.

Term	**Definition**
UK GDPR	The UK General Data Protection Regulation
Intellectual Property	Creations of the mind - for example, a story, an invention, a lecture or a demonstration, an artistic work or a symbol
Lecture Capture / lecture playback / virtual classroom	Generic terms for the process of recording in-classroom teaching or lectures. Video/audio capture system are integrated within the VLE which facilitate lecture capture as well as pre-recorded video content and student video assessments

For the purposes of this policy, the term ‘recording’ refers to the action or process of capturing sound and/or visual images of a lecture or other teaching session, or part of a session. A session may be delivered online, or on-campus and this policy applies to both. This policy also refers to pre-recorded lectures or videos but does not cover demonstrations or screencasts.

4 Recording of Teaching Sessions

4.1 The University expects that all formal lectures and scheduled teaching sessions primarily focused on knowledge delivery—whether delivered on campus or online—will normally be recorded where appropriate. Where live recording is not suitable or feasible, key content should be provided to students through either pre-recorded or post-recorded session materials; only one format is required. This is to maximise student access to high-quality learning opportunities and to enable review and reflection on learning. Seminars, active or practice-based sessions, and workshops would not typically be recorded. Where recording does take place, it must be done with the consent of all participating contributors. Guidance and advice on how best to introduce the recording of teaching sessions into learning and teaching can be accessed via these links which includes staff manual, student guide, staff FAQ's and student FAQs. The UW Code of Practice on Freedom of Speech applies equally to recorded sessions as it does to in-person sessions.

4.2 The University recognises and acknowledges, however, that not all teaching approaches or sessions are appropriate for recording. Some learning activities, materials and discussions that are of a sensitive nature, will not be appropriate to record. Within interactive group work sessions, for example, it may only be appropriate to record tutor input and student plenary feedback. It is not the intention of this policy to restrict approaches to teaching and learning, and pedagogical principles may determine if a session or part of a session can be recorded. Staff should discuss with students when and what teaching will be recorded. The University's supported systems allow for recordings to be controlled, i.e., paused or edited, to allow for any sensitive content to not be captured or to be removed.

4.3 Only staff and students registered for specific modules or courses will have access to recordings. Students are only permitted to use them for private personal use in relation to their academic studies on the course/modules for which they are registered. Students should not share recordings unless specific permission has been provided. Students found to be sharing recordings without permission will be subject to the Student Disciplinary Procedures.

4.4 Students can opt out of being recorded or request their contribution is edited unless the recording of a student, for example for assessment purposes, is an explicit requirement of a University award.

5 Personal Recording of Teaching Sessions by Students with Disabilities

5.1 Staff are expected to facilitate recording of teaching sessions as part of the University commitment to an inclusive approach to learning and teaching. However, it is important to recognise that students with specific learning difficulties may need to make personal recordings of teaching sessions. (see below). Staff should support students with this having due regard to discussion of sensitive issues as outlined above.

5.2 Students with a disability who need to make personal recordings will have this outlined within the Reasonable Adjustment Plan (RAP). Students who need to make personal recordings via a RAP are permitted to make recordings for private use only and must not share or allow access to others, as this would constitute publication and distribution requiring consent from all participants; misuse is addressed under the Student Disciplinary Procedures. and recordings are expected to be used promptly and then be deleted.

6 Copyright and Intellectual Property

6.2 The University owns the copyright in video and sound recordings made by staff members in the course of their employment. By recording and uploading a lecture, staff are agreeing that the video or sound recording is owned by the University and the University can use the recording for the purposes of teaching and learning.

6.3 Staff must comply with copyright legislation relating to their teaching sessions and educational activities; staff should be clear about the inclusion of the copyright of any third-party materials presented with their recordings and ensure that there is written agreement in place. The University Library can provide staff with additional guidance in this regard in conjunction with the University's Copyright Policy.

6.4 Notices are present in all rooms intended for the recording of teaching sessions.

6.5 Staff who include guest speakers within their teaching session and wish to record those teaching sessions must ensure that the guest speaker is made aware of how the recordings are to be used, and of their option to opt out of their contribution being recorded.

7 Availability and Archiving of Recordings

7.2 Recordings will be made available via the lecture recording system in the VLE and for the academic year in which they were created.

7.3 Recordings will only be available for internal purposes and the University will not ordinarily supply data on recordings and their content externally. In certain circumstances, it may be necessary for the University to disclose recordings to third parties, for example to the police or courts as part of a criminal investigation. Any requests for third party access to a recording should be referred to infoassurance@worc.ac.uk.

7.4 Beyond the academic year of recording, the recording will be accessible directly or via a request once archived, for the length of the academic course within the relevant VLE module, or in line with University retention policies.

7.5 Recordings will be deleted after agreed archived periods unless a specific request is submitted to retain them.

7.6 If a member of staff leaves the University, and requests under UK GDPR that their recordings are deleted, the University will consider such requests in light of the provisions above for student access during the archive period and legitimate interest in processing the data. Any such requests should be referred to infoassurance@worc.ac.uk.

7.7 Recordings of teaching sessions will not be used in management processes such as appraisal or performance management. The University reserves the right, however, to use recordings where this might be pertinent, for example, under existing staff or student disciplinary procedures or in the event of a health and safety or security incident.

8 Data Protection and Confidentiality

8.2 Personal data is processed under the lawful basis of Art 6 (1)(f) UK GDPR – that it is necessary for the legitimate interests pursued by the University.

8.3 Recordings of teaching sessions should not include discussions about living identifiable individuals unless explicit written consent has been provided, or where the personal information under discussion is already within the public domain.

8.4 Professional standards regarding privacy and confidentiality are to be always maintained.

8.5 If an inadvertent breach of confidentiality has occurred, for example a student approaches a tutor to discuss a confidential matter before a recording can be stopped, the member of staff should make the recording immediately unavailable until it has been appropriately edited. Personal data breaches should be reported immediately to infoassurance@worc.ac.uk.

9 Related Policies, Documents or Webpages

Staff considering recording of teaching sessions may also wish to consult the following associated policies which can be accessed via the University Policies page on the web: https://www.worcester.ac.uk/about/university-information/who-we-are/university-policies-and-procedures.aspx

- IT Regulations
- Information Security Policy
- Data Protection Policy
- Data Protection Breach Notification Procedure
- Student Disciplinary Procedures.

Guidance on copyright: can be found at https://library.worc.ac.uk/copying-and-scanning-for-modules

Privacy notice for lecture capture can be found at:- Lecture Recording Privacy Notice – Information Assurance (worc.ac.uk)

The Intellectual Property Policy is currently under review. The current version can be located at UW_Intellectual_Property_Policy version 1.0 (1)
this also includes information on copyright.

Guidance and support on how to record teaching sessions and how best to introduce the recording of teaching sessions into learning and teaching can be accessed via these links; Panopto Page (includes staff manual, student guide, staff and student FAQs) Staff Manual Staff FAQs

Approval/Review Table

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