

Digital Recording of ‘Live’ Educational Activities Policy

Contents

| | | |
|---|---|---|
| 1 | General Considerations | 2 |
| 2 | Recordings made by staff | 2 |
| 3 | Recordings made by students of teaching sessions..... | 4 |
| 4 | Recordings made of or for assessment..... | 4 |
| 5 | Recordings made by non-Goldsmiths employees | 5 |
| 6 | Related requirements..... | 5 |

| | |
|------------------|--|
| Ownership | Academic Director, Learning and Teaching Innovation Centre |
| Policy contact | Academic Director, Learning and Teaching Innovation Centre |
| Approval | Learning, Teaching, Enhancement Committee |
| Last review date | November 2019 |
| Next review date | November 2020 |

1 General Considerations

- 1.1 Consultation leading to the introduction of a centrally supported digital recording system to Goldsmiths commenced in May 2017 in response to student requests, supported by the Students' Union.
- 1.2 The purpose of this document is to establish Goldsmiths' policy governing principles and responsibilities for digital recording of live educational activities (referred to as 'recordings' hereafter). The term 'live educational activities' refers to teaching and learning that is centrally relevant to the curriculum and where students are physically present whether or not they are captured in the recording (e.g., lectures, seminars/tutorials, workshops, performances and assessments).
- 1.3 With regard to such recordings, individuals have the right to obtain confirmation that their data is being processed and to get access to their data. Individuals are also entitled to have personal data rectified if it is inaccurate or incomplete.
- 1.4 Where recordings are accessed via an online environment (e.g., Learn.gold), it should be noted that a user's access to and use of online services can be monitored and is an example of the type of personal data held by the College, as stated in the [Student Privacy Notice](#).
- 1.5 Whilst every effort will be made to ensure operational reliability of the system(s) supported by the College and any associated hardware, the College cannot guarantee complete service constancy.

2 Recordings made by staff

- 2.1 The recording of live educational activities by staff is optional. By electing to make such recordings, staff are effectively volunteering to appear in and produce recordings and as such no specific opt-in process or written consent is required.
- 2.2 Under no circumstances can recordings be used as a replacement for teaching during industrial action.
- 2.3 Under no circumstances can recordings be used for staff performance management.
- 2.4 Under no circumstances can recordings be used as part of internal disciplinary proceedings whether in respect of staff or student conduct.
- 2.5 Recordings will be treated in an equivalent manner to all other teaching materials under Goldsmiths' Intellectual Property (IP) Policy.

- 2.6 It is likely that certain types of teaching (e.g., the delivery of a lecture) would constitute a performance. Under this Policy, it is assumed that staff who record their teaching sessions have consented both to the recording of their performance and for all uses in line with the rest of the Policy.
- 2.7 It is assumed that students who contribute to a teaching session have given their consent for the recording of their performance (in technical terms they have granted a license under their copyright in the contribution) unless they notify staff that they do not wish their contribution to be retained.
- 2.8 If a student does not wish to be recorded (except where recordings are made for assessment purposes – see section 4) they can ask for the recording to be paused. They may also request for recordings to be edited to remove their contribution before or after the release of the recording.
- 2.9 It is the responsibility of each staff member not to infringe the intellectual property rights of third parties.
- 2.10 Should a complaint be made that a recording contains offensive or defamatory comments, inaccurate representations or copyright infringing content, the College reserves the right to take it down pending an enquiry instigated and arbitrated by the Pro Warden of Learning, Teaching and Assessment.
- 2.11 Unless permission has been granted, students are not permitted to download recordings. Students may not make secondary recordings, re-distribute, share or re-use unauthorized copies of digital recordings created by staff and doing so may lead to disciplinary proceedings.
- 2.12 Recordings will be retained according to Goldsmiths Interim Retention Policy 2010 and will be made available only to the cohort of students they were originally intended for.
- 2.13 If a fixed term, hourly paid or permanent member of staff leaves Goldsmiths' employ, their recordings will be retained and then deleted in accordance with Goldsmiths' Interim Retention Policy during which time they will be made available only to the cohort of students they were originally intended for.
- 2.14 Digital recording should be presented to students in such a way as to emphasize that it is a supplementary resource not a replacement for attendance.
- 2.15 Recordings of teaching activities should supplement the student experience and are not intended to replace student contact hours unless recordings are an integral part of the curriculum design.
- 2.16 Recordings of educational activities made by or on behalf of the College will be permanently erased once they have served their purpose.

3 Recordings made by students of teaching sessions

- 3.1 Students may make recordings of teaching session using their own devices. However, they should, as a courtesy, alert their tutor or lecturer to the fact that they will be recorded.
 - 3.2 Recordings of teaching activities made by students are intended for the recorder's or intended recipient's personal use and must not be re-distributed, shared or re-used by any means and doing so may lead to disciplinary proceedings.
 - 3.3 Students must permanently delete all personally created recordings of teaching activities as soon as they have served their purpose or as soon as they cease to be a student, whichever comes soonest.
 - 3.4 The College has the right to take down and delete any recordings that have taken place and/or published without the consent of the featured member(s) of Goldsmiths teaching staff.
-

4 Recordings made of or for assessment

- 4.1 Staff may choose to make recordings of assessments for the purpose of internal second marking and/or moderation and external moderation and validation by external examiners. Recordings will be retained for the period stipulated in Goldsmiths' Interim Retention Schedule or any other subsequent related policy. Nonetheless, in compliance with GDPR, the recordings must be treated as personal data and only be accessible by necessary individuals for the explicit purpose they were originally intended. Students must be informed at the commencement of a module that their assessment will be recorded. They must also be informed how the recordings will be used, and how long they will be retained.
- 4.2 Recordings submitted for assessment will be retained for the period stipulated in Goldsmiths' Interim Retention Schedule or any other subsequent related policy.
- 4.3 Students may not opt-out of making or appearing in recordings that form part of a College award (e.g. summative assessments), unless there are exceptional circumstances or they have an exemption under a RASA. Alternative and equitable means of assessment can be accepted in these circumstances.
- 4.4 Recordings of summative assessment for the purpose of internal or external verification should be retained in accordance with Goldsmiths' Interim Retention Schedule or any other subsequent related policy.

5 Recordings made by non-Goldsmiths employees

- 5.1 Explicit opt-in consent through the appropriate consent form must be obtained for recordings of non-Goldsmiths' employees (such as guest speakers or performers) contributing to the curriculum.
-

6 Related requirements

This policy will be implemented in compliance with:

- [Equality Act 2010](#)
- [Data Protection Act 2018](#), including the [General Data Protection Regulation \(GDPR\)](#)
- [Copyright, Designs and Patents Act 1988 \(CDPA\)](#)
- College's [Data Protection Policy](#)
- [Student Privacy Notice](#)
- [Goldsmiths' Interim Retention Schedule](#)
- Any additional or successor legislation or regulation