

Audio and Video Recording Policy



1. Purpose

- 1.1 This policy outlines the principles, expectations, requirements and responsibilities for creating and using audio and video recording across the University, covering both Professional Services and Educational activities. It aims to:
 - a. Support student learning, organisational productivity, accessibility, and communication.
 - b. Ensure clarity on when and how recordings may be made and used.
 - c. Provide consistent guidance on data protection, consent, copyright, use, storage, retention, and governance.
- 1.2 This policy applies to all University staff, students, external speakers, and any other individuals involved in University activities that may be recorded.
- 1.3 Any captured content in recordings including audio, video, transcripts, synchronous and asynchronous teaching materials, and internal event recordings, are covered.

2. Principles

- 2.1 Recordings should:
 - a. Enhance collaboration, knowledge sharing, operational efficiency, or the student learning experience.
 - b. Be used only for legitimate University purposes.
 - c. Be considered carefully, taking into account:
 - Educational or organisational value.
 - Sensitivity of content.
 - Consistency across teams, departments, modules, or programmes.
 - Accessibility needs and inclusive practice.
- 2.2 Additional principles:
 - a. Staff and students must be clear on their rights and responsibilities.
 - b. Recordings are not used for routine staff performance management, except in cases of alleged gross misconduct.

- c. Recordings of live events are accepted as imperfect and may contain minor errors.
- 2.3 Individuals may elect not to participate directly (e.g., by turning off camera and microphone), but the recording may still proceed where appropriate.

3. Recording and Publishing

3.1 Professional Services Activities

- a. Recordings may include audio or shared screen content; video is optional.
- b. Sensitive discussions (HR issues, personal data, confidential strategy) should not be recorded without explicit agreement.
- c. Captioned versions should be provided when feasible.

3.2 Educational Activities

- a. Where facilities are available and appropriate, educational activities are normally expected to be recorded.
- b. Some activities may not be suitable for recording, including:
 - c. Discussions involving sensitive personal data.
 - d. Activities involving confidential research.
 - e. Sessions where recording is pedagogically inappropriate.
 - f. Recordings typically involve audio and slides only; video of staff is not required or expected.
 - g. A captioned version must be provided to students.

4. Use and Access

4.1 Professional Services

- a. Recordings are for internal use and accessible only to relevant staff.
- b. Staff may not download recordings and must delete any stored copies when no longer required or upon leaving the organisation.
- c. Editing, sharing, or repurposing recordings without permission is prohibited.
- d. Sharing and download options may be restricted by default.

4.2 Educational Activities

- a. Recordings are available only to registered students for legitimate academic study.

- b. Students may download recordings for personal study but must delete them after leaving the University.
- c. Students may not make their own recordings without staff consent unless approved as a reasonable adjustment.
- d. Copying, sharing, editing, or uploading recordings without authorisation is strictly prohibited and may result in disciplinary action.
- e. Students accessing recordings abroad must consider any local restrictions.

5. Data Protection, Consent, Rights, and Copyright

- 5.1 Participants must be informed at the start of any session if it is being recorded and how it will be used.
- 5.2 Individuals may turn off their camera and microphone if they do not wish to be recorded.
- 5.3 Recordings must comply with data protection regulations.
- 5.4 Personal data should not be recorded unless necessary and justified.
- 5.5 Recordings should be retained only as long as needed and then securely deleted.
- 5.6 Staff must ensure third-party content complies with copyright requirements.
- 5.7 Intellectual property in staff-created educational recordings normally belongs to the University.
- 5.8 Staff retain performance rights; reuse of recordings beyond their original purpose requires consent.
- 5.9 Unauthorised publication of recordings or defamatory/obscene content is subject to disciplinary action.

6. Use of Data and Analytics

- 6.1 Data on staff and student use of recordings may be collected for regulatory purposes.
- 6.2 Learning analytics may support enhancement of teaching and learning.
- 6.3 Staff may voluntarily use recordings for reflection or peer review.
- 6.4 Recordings will not be used in performance management except in cases of alleged misconduct.

7. Governance and Enforcement

- 7.1 The University may remove recordings that breach this or other policies or legal requirements.
- 7.2 Concerns about misuse or inappropriate content should be reported via established internal channels.
- 7.3 Breaches of this policy may result in disciplinary action.

8. Related Policies and Procedures

- a. Regulations for the Use of Computer Facilities
- b. Data Protection Policy
- c. Staff Disciplinary Policy
- d. Student General Regulations
- e. Privacy Notice for Students
- f. Copyright Policy
- g. Records Retention Policy and Schedule
- h. Audio Recordings for Educational Activities

9. Review and Oversight

- 9.1 This consolidated policy will be reviewed periodically by the appropriate senior governance bodies.
- 9.2 Updates will be communicated University-wide.

Document Details

Responsible Office: IT Services, Pro Vice-Chancellor Student Experience

Responsible Officer: Chief Information Officer; Pro Vice-Chancellor Student Experience

Approving Authority: Vice-Chancellor

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Related Policies and Procedures: Regulations for the Use of Computer Facilities; Data Protection Policy; Staff Disciplinary Policy; Student General Regulations; Privacy Notice for Students; Copyright Policy; Records Retention Policy and Schedule

Supersedes: Audio Video Recording for Educational Activities

Next Review Due: April 2031