

Digital recording of educational activities policy

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Ownership	Director of the Teaching and Learning Innovation Centre, Fiona Handley
Policy Contact	Director of the Teaching and Learning Innovation Centre, Fiona Handley
Approval	Learning, Teaching and Student Experience Committee
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1 Scope and Purpose

1.1 This policy applies to:

- all Goldsmiths staff, students and external guests.
- all 'live' recordings (in-person and online) of educational activities created by Goldsmiths staff, students and external guests for the purpose of teaching and learning.
- all 'pre-recorded' recordings created by Goldsmiths staff and external guests for the purpose of teaching and learning.

1.2 The purpose of this Policy is to ensure that there is a consistent approach to the recording of 'live' and 'pre-recorded' educational activities by Goldsmiths students, staff and external guests.

1.3 The College recognises that recordings can be a useful learning resource which may, for example:

- support study and revision by allowing students to review 'live' educational activities, including more complicated material and content.
- provide flexibility and accessibility for students who are unable to attend 'live' educational activities.
- support students for whom English is not their first language.
- support and assist disabled students.
- help students in their preparation for assessment.
- facilitate Goldsmiths online and adaptable learning.
- promote an accessible and inclusive learning environment.

- 1.4 Goldsmiths is a public body as defined within the Data Protection Act 2018. Goldsmiths has core public tasks to deliver teaching and research. These are tasks that we are necessarily required to undertake, and therefore are not reliant on the consent of individuals that are involved in those activities as per the Data Protection Act 2018.
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2 Recordings created by staff

- 2.1 Recording of educational activities by staff members is recommended to promote an accessible and inclusive learning environment, including meeting the duty to provide anticipatory adjustments, as per the Equality Act 2010.
- 2.2 The recording of educational activities by Goldsmiths staff is optional. As a member of staff employed by Goldsmiths, electing to create and participate in the recording of an educational activity directly related to teaching constitutes a performance as part of Goldsmiths' functions, and is created for the purpose of the advancement, dissemination and preservation of knowledge, as per Goldsmiths Charter and statutes. As such, no specific opt-in process or written consent is required. Intellectual property created during the course of employment, including a recording, is owned by the creator of the recording and licenced to Goldsmiths in perpetuity.
- 2.3 Before making a recording of a 'live' teaching activity, staff should notify those in attendance that a recording is taking place. This can take the form of the following:
- An announcement made at the beginning of the activity to advise that recording is taking place.
 - Use of an introductory PowerPoint slide.
 - In addition to the above, the intention to record can be communicated to students in advance of the activity using Learn.gold.
 - Notices about recording will be displayed in rooms with recording functionality, in the form of a poster.

- 2.4 If the content of the teaching activity contains confidential information which cannot be anonymised or is subject to confidentiality rules set by an external professional body validating the programme, teaching staff member(s) will notify students.
- 2.5 It is assumed that students, staff members and external guests who contribute to a 'live' teaching activity 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 the staff member that they do not wish their contribution to be retained.

As a student or external guest at Goldsmiths, participating in the recording of a 'live' educational activity directly related to teaching constitutes a performance as part of Goldsmiths functions, and is created to for the purpose of the advancement, dissemination and preservation of knowledge, as per Goldsmiths Charter and statutes. As such, no specific opt-in process or written consent is required. Students and external guests can opt-out of being recorded as part of a 'live' educational activity by verbally notifying the creator of the recording.

- 2.6 It is the responsibility of each staff member not to infringe the intellectual property rights of third parties as part of a recording.
- 2.7 Unless permission has been granted, students are not permitted to download recordings created by staff members. Students may not make secondary recordings, re-distribute, share or re-use unauthorized copies of recordings created by staff and doing so may lead to disciplinary proceedings, as per Goldsmiths Student Disciplinary Procedures.
- 2.8 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. Recording should be presented to students in such a way as to emphasize that it is a supplementary resource and not a replacement for attendance.

- 2.9 Under no circumstances can recordings be used:
- as a replacement for teaching during industrial action.
 - for staff performance management.
 - in the form of evidence as part of internal disciplinary proceedings whether in respect of staff or student conduct.
- 2.10 Should a complaint be made that a recording contains offensive or defamatory comments, inaccurate representations or copyright infringing content, Goldsmiths reserves the right to take it down pending an enquiry instigated and arbitrated by the relevant Head of School and/or Faculty.
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3 Sharing, storage and retention of recordings created by staff

- 3.1 Recordings of teaching and learning activities will be made available only to the cohort(s) of students they were originally intended for. Unless agreed by the staff member to be used for the purpose of Goldsmiths online and adapted learning, in which the recording may be used for additional cohorts of students.
- 3.2 Recordings of teaching and learning activities should only be made available by members of staff via Goldsmiths approved digital environments.

The following digital environments are approved and supported by Goldsmiths:

- Learn.gold recordings (Panopto) accessed via Learn.gold (Moodle)
- Microsoft Teams
- Learn.gold

Additional approved digital environments are permitted to be used for the purpose of Goldsmiths online and adapted learning.

Where recordings are accessed via an approved and supported digital environment, it should be noted that a user's access to and use of these environments can be monitored and is an example of the type of personal data held by the Goldsmiths as stated in our current [Privacy Notices](#).

- 3.3 Under the [Public Sector Bodies \(Websites and Mobile Applications\) \(No. 2\) Accessibility Regulations 2018](#), when sharing recordings via a digital environment, staff members are required to provide captions for video content and a transcript for audio content.
- 3.4 The staff member who is the creator of a recording has the right to edit the recording, this includes removing parts of a recording to protect individuals or in relation to issues around inaccuracy, defamation or copyright-infringing material.
- 3.5 Staff members, students or external guests can make a request for recordings to be edited to remove their contribution before or after a recording is shared. Staff members, students or external guests, should contact the staff member who created the recording, or a member of the module or programme teaching staff if they wish to request that their contribution is removed or edited.
- 3.6 Where an edit affects the content of the recording for example, where an error in the content is corrected, the staff member should notify students about the change. If a staff member is concerned about their own recording, they should seek further advice from Goldsmiths Data Protection Officer.
- 3.7 Goldsmiths reserves the right to edit or remove a recording if necessary.

Recordings of educational activities created using Learn.gold recordings (Panopto) will be archived after 13 months since their last viewing. Then after a further 3 years of not being viewed, videos are permanently deleted.

Recordings of educational activities created using Microsoft Teams which are older than 3 months will be deleted automatically from teams, as per the Microsoft Teams Policy for Teaching and Learning. This includes supporting materials, for example transcripts. Microsoft Teams content stored using Microsoft Teams and linked to a teaching module will be set to expire after 2 years and 3 months from the academic start date, after which they will be fully deleted. This includes supporting materials, for example transcripts. Staff and students will lose access to their Goldsmiths Microsoft Teams when they leave Goldsmiths as per the [Microsoft Teams Policy for Teaching and Learning](#).

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 the relevant retention schedule, during which time they will be made available only to the cohort(s) of students they were originally intended for. If they wish, they can allow their video content to be kept and used by other staff members. This consent must be given, in writing, to grant such use.

4 Recordings created by students of 'live' educational activities

4.1 Where recordings of 'live' teaching activities are not made available by the School, all students and support workers are permitted to make audio recordings of teaching activities using their own recording devices, as part of the Goldsmiths approach to promoting an accessible and inclusive learning environment

4.2 Students are not permitted to record 'live' teaching activities when the content of the activity contains confidential information which cannot be anonymised or is subject to confidentiality rules set by an external professional body validating the programme. Disabled students registered with Goldsmiths Disability and Inclusion Service in this instance should contact the Service for support to access the content in an alternative format or for additional support, as per the Disability Policy and Procedure.

If the content of the teaching activity contains confidential information which cannot be anonymised or is subject to confidentiality rules set by an external professional body validating the programme, teaching staff member(s) will notify students.

4.3 Audio recordings of 'live' teaching activities made by students and support workers 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 student disciplinary proceedings, as per Goldsmiths Student Disciplinary Procedures, with the exception of cohort(s) of students the educational activities were originally intended for.

Students must permanently delete all personally created audio recordings of 'live' teaching activities as soon as they have served their purpose or as soon as they are no longer a student at Goldsmiths, whichever comes soonest, but in any event within 6 months.

- 4.4 Goldsmiths has the right to take down and delete any recordings of 'live' educational activities that have taken place and are published without the consent of the featured member(s) of Goldsmiths teaching staff and external guests.
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5 Recordings created by external guests

- 5.1 An external guest visiting Goldsmiths electing to create and participate in the recording of an educational activity directly related to teaching, constitutes a performance as part of Goldsmiths functions, and is created for the purpose of the advancement, dissemination and preservation of knowledge, as per Goldsmiths Charter and statutes. As such, no specific opt-in process or written consent is required.
- 5.2 External guests are required to adhere to rules and expectations outlined in Goldsmiths Guest Visitor Policy and to the relevant policy and procedures outlined in section 4 of this policy.
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6 Data protection

Any Personal Data held in recorded content will be processed in accordance with the Data Protection Act 2018 and all applicable data protection laws.

7 Related policies and documents

This Policy must be read in conjunction with:

- Data Protection Policy
- Freedom of Information Policy
- Intellectual Property Policy
- Microsoft Teams Policy for Teaching and Learning
- Disability Policy and Procedure
- Student Disciplinary Procedures
- Guest Visitor Policy
- Goldsmiths Charter
- Privacy Notices
- Retention Schedule
- Any additional of successor policies or documents.

Related documents to this policy include:

- [Equality Act 2010](#)
- [Data Protection Act 2018](#)
- [Public Sector Bodies \(Websites and Mobile Applications\) \(No. 2\) Accessibility Regulations 2018](#)
- Any additional or successor legislation or regulation.

Document history

Version	Date	Details	Author(s)	Approved
1.0			Director of Teaching and Learning Innovation Centre, Marco Gillies	Approved by Learning and Teaching Committee
2.0	January 2025	Policy updated to reflect new School and Faculty Structure, Guest Visitor Policy, Disability Policy and Procedure, Equality Act 2010, Public Sector Bodies Accessibility Regulations 2018 and Data Protection Policy.	Director of Teaching and Learning Innovation Centre, Fiona Handley Accessibility Project Manager, Jane-May Martin	