



Recording Policy 2024-2025

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1. SCOPE

This policy outlines LSHTM's approach to the use of recording to facilitate teaching and learning in Academic Year 2024/2025.

2. PURPOSE AND OVERVIEW

The policy aims to ensure that all staff, students and external lecturers are clear on their rights and responsibilities with regard to recording and the use of the recorded materials that are produced. It is anticipated that recording live lectures and/or providing pre-recorded materials will enable students to engage with concepts in advance of live sessions. The use of recording for teaching and learning purposes can also benefit students with certain disabilities and/or those whose first language is not English.



3. POLICY

3.1. This policy applies to any recordings created by LSHTM for the purposes of supporting teaching and learning and to any recording of live sessions whether recorded by staff or students. This includes recordings of:

- Pre-recorded presentations
- Live teaching or learning activities or sessions
- Groupwork
- Student presentations
- Assessment

3.2. The policy applies to all staff, students, honorary staff and external lecturers.

3.3. This guidance is underpinned by the principles set out in Annex 1

3.4. Definitions are set out in Annex 2

4. CREATION OF LIVE RECORDINGS

4.1. The decision as to whether a session is recorded rests with the Module Organiser(s) (if it forms part of the module material) or Programme Director(s) (if it forms part of the programme material). In making the decision the following should be considered:

4.1.1. Ensuring that all students on the module/programme have access to relevant teaching and learning opportunities

4.1.2. Whether the content of the live session is conducive to being recorded.

4.2. Where it is the intention for a live session to be recorded, the lecturer should consider whether there should be a part of the session which is not recorded so that students can engage and ask questions off the record.



4.3. Recordings should be initiated as follows:

4.3.1. If the Module Organiser/Programme Director has requested at the timetabling stage that the session be categorised as a “Lecture” then the recording will automatically take place.

4.3.2. Where a live session is engaged in collectively by a group of students as part of their coursework or assessment, they should agree in advance who will initiate the recording. It should be stored and shared in keeping with the specifications provided on the module/programme.

4.4. Prior to recording, a teaching session lecturer should ensure they have appropriate copyright clearance and include appropriate citations for any material covered by the recording.

4.5. Recordings might include all or any of the following:

4.5.1. The content provided in the session (visual and audio)

4.5.2. Discussions in the session (verbal and written)

5. NOTIFICATION OF RECORDING, EDITING AND OPT OUT

5.1. The lecturer can apply discretion when recording, and pause (if possible) or subsequently edit or delete a recording. Before doing so, the lecturer must explain the reasons why to the students, which may only relate to situations cited in 5.2.

5.2. There are situations where all or part of a live session should not or cannot be recorded, these are:

5.2.1. where the session is delivered in a way that makes recording unsuitable



5.2.2. where discussion or activities contain confidential or personal information or are commercially or politically sensitive,

5.2.3. where there may be legal, ethical or privacy reasons for not recording,

5.2.4. where the facility to record the activity is not available in the learning space.

5.3. If a student does not wish to be recorded, they should make this known to the Module Organiser(s) at the start of the module or to the lecturer at the start of the live session. Where a student does not wish to be recorded, they may have the following options open to them:

5.4. Leave the session and view the recording.

5.5. Stay in the session but hide their identity and not contribute to discussions.

5.6. LSHTM will not edit a recording to hide a staff or student's identity – this includes not editing their physical appearance, student profile, and any text-based contributions including the name they use to access the service.

5.7. If a lecturer does not wish to be recorded, they should notify the Module Organiser to ensure that alternative arrangements are made.

5.8. Prior to making a recording available on LSHTM's video platform Panopto, the video will be topped and tailed (edited to the start and end point of the session). There is no other editing unless specifically requested and agreed by the Module Organiser/Programme Director.



6. HOSTING OF RECORDINGS

- 6.1.** Recordings should be hosted on LSHTM's video platform Panopto where they can be streamed into a Programme or Module page within LSHTM's Virtual Learning Environment (VLE) Moodle.
- 6.2.** In some circumstances recordings may also be captured in other software and subsequently hosted directly via this software or via Panopto.
- 6.3.** Recordings will be kept live for 18 months on Panopto storage. After this, if they have not been viewed, they will be archived for three and a half years. If after this time they have remained un-viewed they will be deleted (5 years since last viewed). When a recording is viewed it returns to live status.
- 6.4.** A student or lecturer may request that the Module Organiser make the recording unavailable for the reasons at 6.4.1 and 6.4.2 below. In this situation, the recording will be stored securely in case it is required for an investigation.
- 6.4.1.** If the individual considers that illegal, defamatory, inaccurate, discriminatory or inappropriate material is included within a recording, the Module Organiser will seek advice from LSHTM's Legal team.
- 6.4.2.** If the individual considers that a recording includes personal or sensitive material relating to them which they did not intend to share or are subsequently unhappy sharing, the Module Organiser will seek advice from LSHTM's Data Protection team.



7. ACCESS TO LIVE RECORDINGS

7.1. Recordings will be accessible to those students within the module on which they were recorded. Recordings may be made available to students on other LSHTM programmes and modules (including the UoLW Distance Learning programmes) including spanning multiple years.

8. USE OF LIVE RECORDINGS

8.1. Students may download recordings provided their use remains relevant to their studies.

8.2. LSHTM may use a live recording for the purposes of an investigation into alleged misconduct of staff, students or guests.

8.3. Any unauthorised publication or distribution of a recording (including uploading online, sharing via apps or social media) by students or staff will be considered in breach of this guidance and may be subject to disciplinary action.

9. DISPOSAL OF RECORDINGS

9.1. Recordings will be disposed of when not viewed for 5 years.

10. LEGAL BASIS FOR PROCESSING PERSONAL DATA AND INTELLECTUAL PROPERTY RIGHTS I

10.1. By recording learning and teaching activities, LSHTM is processing personal data under the lawful basis that the processing is necessary to perform a task in the public interest and that task has a basis in law. In addition, where staff or external lecturers need to record their contributions to fulfil their contractual obligations to LSHTM (e.g. under their contract of employment or similar agreement), LSHTM is processing this data



as necessary to fulfil a contract with the individual. By participating in a live teaching session staff, students and external lecturers are deemed to understand that LSHTM will record and make the recording available in accordance with this policy.

- 10.2.** Any staff, student or external lecturer creating a recording will ensure that it complies with copyright restrictions.
- 10.3.** LSHTM's Intellectual Property Policy shall apply to all recordings.
- 10.4.** Staff or students who are responsible for organising recordings shall ensure that external lecturers have: (a) been referred to this policy; and (b) have signed the External Contributor Consent Form, as set out at Annex 3.

11. REASONABLE ADJUSTMENTS

- 11.1.** Where students have permission from LSHTM to record sessions as part of a Learning Support Agreement (LSA), such recordings do not fall within the scope of this policy and guidance should be sought from Student Support Services.

12. EXTERNAL LECTURERS

- 12.1.** External Lecturers must comply with this guidance and follow the recording practice of the module on which they are presenting. This should be made clear to the presenter in advance of their session.



ANNEXES

ANNEX 1

PRINCIPLES

The rights of staff, students and external lecturers of LSHTM should be respected and protected.

LSHTM will apply data protection by design and by default and data minimisation to the recording of personal data; this means recording only as much personal data as is necessary for the learning and teaching activity

Students should, within reason, be able to access recordings of live teaching and learning activities to support their learning.

All activities used during a recorded session and in the recording itself will comply with copyright and other relevant legal restrictions (e.g. licensing terms and conditions for third party content and funder requirements, where applicable).

All recorded sessions will comply with accessibility requirements, for example captioning.

LSHTM retains the right to review material to verify it complies with policies on appropriate content. Any concerns relating to course content raised by a student will be discussed with the relevant staff members. If the material is found to be inconsistent with relevant UK laws or laws applicable in the jurisdictions where it is being viewed or accessed from, the material may be taken down or amended, in discussion with the relevant staff members. Academic freedom will be protected throughout this process, and such removal, or necessary adaptation of content to reflect local legislation, will not automatically be dealt with as a misconduct disciplinary matter. Where appropriate, staff will be provided with advice and support on matters relating to different legal frameworks as well as the legal use of 3rd party materials e.g. copyright and intellectual property.



ANNEX 2

GLOSSARY OF TERMS

A 'recording' is an audio or visual recording. It includes pre-recorded material and that which is recorded live.

'Live' means activity which happens synchronously for students and staff.

'Teaching or learning activity' is any planned activity provided or engaged in for the purposes of participation in a course of study or student support activity at LSHTM.

A 'session' is one instance of a 'teaching and learning activity'.

'Lecturer' includes any member of staff or external lecturer providing teaching and learning activities.