

# UoN Guidance on the Safe Recording of Interactive Teaching Sessions

Approved at the Student Support Forum on 22 October 2020

## The Default Position on Lecture Capture

Current University of Northampton guidance on the recording of synchronous sessions is contained in the [Lecture Capture Policy](#) and a summary is available on the [face-to-face teaching page](#) on the [Staff Covid-19 hub](#). The policy and guidance detail the standard University approach which is to record the broadcast/transmission elements of live teaching sessions, but not to record interactive sessions due to complexities around GDPR and student anxieties around how contributions may be perceived by their peers.

## What if we (staff and students) want to record interactive sessions?

Many staff have indicated that both they and their students would like to be able to record interactive sessions and for them to be available in NILE once the synchronous session has ended.

This guidance is intended to ensure that where it is appropriate to record those sessions and student consent has been obtained, there is a consistent approach that enables recording within legal and ethical guidelines. The approach detailed below protects the right of academic colleagues to use their professional judgement to determine when recording is, or is not, appropriate. This guidance will remain operational until such time as face-to-face teaching on campus resumes in full, unless a decision to repeal it is taken by the University Senate (or sub-committee/group thereof).

## Guidelines for the safe and legal recording of interactive online sessions

1. The decision on whether to record interactive online sessions is at the discretion of the module tutor and will be determined by factors such as the format of the session, the subject matter under discussion and student preferences.
2. Where live sessions are to be recorded, students should be made aware of this at the outset. The [standard slide](#) (that contains the information in the box below) should be used without amendment at the start of the session in addition to a verbal explanation that the session will be recorded:

### **This session may be recorded.**

Your tutor will tell you whenever recording starts and stops.

Only the students and staff on this module can view the recording. You must not share it further as this would breach University regulations, copyright law and trust in a safe learning environment.

You can ask the tutor in advance of the session, or during it, to stop recording while you contribute.

Text chat will be included in the recording. The tutor or facilitator will tell you whether the chat is anonymous or identifiable.

3. Students who do not wish to be recorded when contributing to a class should make this clear to their tutors from the outset of each class. The tutor may decide to stop the recording for those students who wish to make a comment; or may allow comments in the chat window which can be anonymised if setup at the outset; or the student may send the comments to another participant who would post the comments using their own name.
4. Production of the recording and subsequent sharing within NILE is deemed to fall within the 'fair usage/public interest' provisions of GDPR. Tutors should make it clear to student participants where the recording will be shared.
5. The University-approved tool for online teaching sessions is Blackboard Collaborate. A Privacy Impact Assessment for the use of Collaborate has been completed as is required under GDPR Article 35. Storage of the recordings and dissemination within NILE is secure and complies with GDPR requirements under Article 32.

#### When NOT to record

- Where sessions cover sensitive, controversial or potentially confidential material
- Where sessions are likely to be so discursive that a short summary of the key points, produced by the tutor, recorded after the session has ended is likely to be more beneficial to students who were unable to attend the live session. This is in line with the current Lecture Capture Policy which remains the default approach to the recording of synchronous sessions.