

Lecture capture consent form – External lecturers

This document constitutes your consent to make a recording of teaching, learning and assessment activities, for the purposes of teaching the University of Cambridge’s registered students. This consent form should be applied to any teaching materials or sessions recorded on or after 5 October 2020.

Consent may be given for a single session, or for multiple sessions at a time, provided that it is made clear precisely which sessions are captured by this consent.

The University’s full [Policy on the Recording of Teaching Materials/Lectures and other Teaching, Learning and Assessment Activities](#) is available from this link.

I have been provided with the University’s Policy on the Recording of Teaching Materials/Lectures, and other Teaching, Learning, and Assessment Activities.

I grant to the University of Cambridge a non-exclusive, perpetual licence to all the rights necessary, including but not limited to copyright and performer’s rights, to record my teaching session and presentation material, and make this available to students or staff enrolled in the relevant course/paper for their own private study and non-commercial research¹.

If my employer has rights to any content I include in the session, I confirm that I have received permission to make the content available on behalf of my employer, or my employer has waived such rights for the purpose of the recording and use as set out in the University’s Policy on the Recording of Teaching Materials/Lectures.

I understand that, in the first instance, material will be made available only to the cohort of students, or individuals within the cohort, for which the recording has been prepared. Use in other modules/course sections or otherwise is as set out in the University’s Policy on the Recording of Teaching Materials/Lectures (clauses 2.5 and 3.3).

I consent to the processing of my personal data collected within the recording (my image, voice, opinions, etc.). I understand that this consent can be withdrawn at any time, leading to the recording being withdrawn from use in University teaching. I also understand that the information provided in this form, and any associated records about my engagement with lecture capture initiatives, will be stored by the University as part of its administration of the lecture capture service. Records will be managed in line with the University’s [Statement of Records Management Practice](#). I am aware that further information about the use of my personal data is published in the relevant privacy notice available from: <https://www.information-compliance.admin.cam.ac.uk/data-protection>.

Name:

Date:

Course(s) to which this consent applies:

¹ Note that you should refer to any contractual agreements provided to you, to clarify the applicability of the University’s Intellectual Property policy. Some agreements may require the assignation of all intellectual property rights to the University as standard; others confer the University IP policy as per staff, in which rights are retained by the individual but the University is granted a licence to use the material.