

Lecture capture consent form – University staff

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 obtained either in writing, by completing this form, or verbally. Consent given verbally will be taken to apply to all items in this document. 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 consent to the making of a recording and understand that, as a member of University staff, the University has a non-exclusive, royalty-free, perpetual licence to use the recording for teaching in the University, unless the Faculty Board or other body has agreed explicitly to the contrary. The material may not be used for any purposes relating to non-registered students, without seeking additional consent from me.

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, and other Teaching, Learning and Assessment Activities (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 I understand that this consent can be withdrawn at any time, leading to the recording being withdrawn from use in University teaching.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: www.information-compliance.admin.cam.ac.uk/data-protection.

Name:

Faculty/Department:

Date:

Course(s) to which this consent applies: