

# Cambridge Panopto End User Licence Agreement

When accessing Panopto for the first time, all users will be provided with the text below; agreement to this is required before content may be viewed or created. Queries on this content should be addressed to [lecturecapture@uis.cam.ac.uk](mailto:lecturecapture@uis.cam.ac.uk) in the first instance.

---

The University of Cambridge has made the production arrangements necessary for the making of recordings for University teaching and learning purposes via the Panopto desktop recording application under the Panopto licence, available to staff and students subject to Terms and Conditions set out below.

## Viewing recordings

Students viewing recordings are notified that all teaching material is copyrighted material. It will normally be owned by the lecturer, who retains copyright in their original authored content, and/or by third parties who own copyright in material which may be included in the content.

Copies may not be made without the formal consent of the lecturer and third parties (as applicable); this includes audio recordings and transcriptions of the recordings as well as all accompanying material, presented both during, in advance of and following the lecture.

Students may use the recordings and accompanying materials made available to them for their own private study and non-commercial research. Otherwise, the content, recordings and materials must not be copied, stored or distributed (including by e-mail or attachment or in an intranet or on the internet and social media) unless by statutory exception or with the consent of the rights holders, i.e. the lecturer, the University and third party material rights owners, as applicable.

Failure to comply with the terms of this warning may result in disciplinary action by the University and legal claims for copyright infringement.

Panopto's Privacy Policy may be viewed here: <https://www.panopto.com/privacy/>. Any personal data collected by the system will be managed in line with University Data Protection information available here: <https://www.information-compliance.admin.cam.ac.uk/data-protection/student-data>.

## Making recordings

Users wishing to create, manage and upload recordings of teaching material are advised that the University's Policy on the Recording of Lectures and other Teaching Materials will apply. The Policy may be found from this link: <https://www.educationalpolicy.admin.cam.ac.uk/policy-index/recording>

In order to maintain a cost-effective and streamlined lecture capture system, material will be annually archived from the main system and held for one year, before being removed. Information about archiving, and how to restore material from the archive, can be found here:

<https://help.uis.cam.ac.uk/service/teaching-and-learning/lecture-capture/managing-recordings>