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|  | AUDIO & VIDEO CONSENT FORM FOR TEACHING MATERIALS - UNIVERSITY STAFF |
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| **Version No.** | **Description** | **Author** | **Approval** | **Effective Date** |
| 1.0 | Audio & Video Consent Form for Teaching Materials – University Staff | Education Enhancement  | Education Strategy Committee, Senate  | 26 January 2022 |

 |
| 9.02.22 | Version 1.0 |
|  | **the place of useful learning** The University of Strathclyde is a charitable body, registered in Scotland, number SC015263 |

**VIDEO & AUDIO RECORDING OF TEACHING MATERIALS (UNIVERSITY STAFF)**

Date(s) of recording

Presenter(s) of recording:

Description of learning materials:

Module(s) Code:

Academic year of anticipated first use of recording:

If this recording will be used for future cohorts of students, please indicate the academic year when it can last be used:

Is the recording to be used for a Massive Open Online Course (MOOC) run under legal contract with an external commercial partner?

**Yes/No** (delete as appropriate).

This form is to be signed by the member of staff who has agreed to make a recording as the principal party to, or as part of, course materials on behalf of the University.

The purpose of this form is to seek consent for the films and/or recordings to be used in a number of media, including the internet /web by the University. The University in turn offers a commitment to only allow said recordings to be used appropriately and sensitively.

I, the undersigned,

* agree to the use of my recorded material in video or audio format by the University and to be used in conjunction with the [Guidelines for the Recording and Use of Audio and Video Teaching Materials](https://strath.sharepoint.com/%3Aw%3A/r/sites/solid/Shared%20Documents/SOL%20Policy%20and%20Guidance/Video%20and%20Recorded%20Teaching%20Guidance/Guidelines%20for%20the%20recording%20and%20use%20of%20audio%20and%20video%20teaching%20materials.docx?d=w19b8b6b034254ee28c909411cb05c15e&csf=1&web=1&e=CzhSEE) and the standards and guidelines issued from time to time by the University.
* confirm that where material is included in the recording which is the intellectual property, including copyright, of another party, I have permission to include the materials in my lecture or presentation for these specific purposes.
* understand that any copyright or other intellectual property which arises in the recording belongs to the University and that the recording may be used for the purposes of learning and teaching. This may include conversion to digital format, storage and publication of the recording.
* agree to assign all performance rights in the specified materials to the University for the module programme stated above for the duration of the programme plus one year for the cohort(s) of students stated above.

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* understand that the continued use of the materials for additional cohorts of students beyond those specified above would require the agreement of the parties concerned, and that if it is the intention to use the recording for different cohorts of students on the same programme(s) over a number of academic sessions this use will be subject to periodic review to ensure that the material continues to be relevant to a particular cohort of students.
* retain all moral rights in my performance in the film and/or recordings of lectures I make.
* understand that my personal data will be processed in accordance with the [privacy notice for staff](https://www.strath.ac.uk/media/ps/strategyandpolicy/Privacy_Notice_Staff_and_Other_Categories.pdf), available at <https://www.strath.ac.uk/whystrathclyde/universitygovernance/accesstoinformation/dataprotection/privacynotices/>
* understand that my image and/or recordings will be used for learning and teaching purposes only and that copyright in the recordings will be retained by the University.
* if the recording is to be used for a MOOC as specified above, understand recordings created for the use in MOOCs run under legal contract with an external commercial partner and will generally continue to be used for as long as necessary but not exceeding 5 years from departure.

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| **Full Name** |  |
| **Email Address** |  |
| **Signed** |  |
| **Date** |  |