Lecture Capture: Guest Lecturer/Presenter Consent Form

This document constitutes your consent for your lecture to be recorded by the University’s lecture capture facility and made available in the University’s Moodle or other password-restricted intranet/VLE to students on the course of study your lecture is prepared for. Recordings cannot be taken unless you have given consent.

Name: 
Email: 
Lecture/Course/Paper Title: 
Lecture Organiser, and email: 
Date of Lecture Recording: 

I permit the University of Cambridge to make a recording of my lecture material, as listed above, and to make that material available to its students under the conditions below for the 2019-20 academic year.

I hereby grant to the University of Cambridge (the “University”) all the rights necessary, including but not limited to copyright and performer’s rights, to record my lecture delivery and presentation material in any media (the “Captured Lecture”), and make the Captured Lecture available to students or staff enrolled in the relevant course/paper for their own private study and non-commercial research.

I agree to notify everyone present at the lecture by verbal and/or visual notice that a recording of the lecture is being made. I understand that the University’s lecture capture facility primarily captures only the lecturer/presenter, but that student questions or comments may also be recorded. I agree that should a student wish to participate in a lecture without being recorded, I will pause the recording at their request or will submit a request to the Lecture Organiser for their contribution to be redacted from the Captured Lecture afterward.

If applicable, should my employer have rights to any content I include in the session, I confirm that I have received permission to make the content available in my lecture on behalf of my employer or my employer has waived such rights for the purpose of the lecture recording and use as set out in this Consent Form.

I have familiarised myself with the University’s Lecture Capture Policy, and the Lecture Capture Guidelines - Consents and Copyright and confirm that all material included in the recording of my lecture will be presented and managed in line with that policy.

I understand that any of my own personal data collected through lecture capture (my image, voice, opinions, etc.) is being processed with my consent, which can be withdrawn at any time (leading to the lecture or lectures being withdrawn from use by students). I also understand that the information provided on 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 service. I am aware that further information about the use of my personal data as a guest lecturer/visitor is published in the relevant privacy notice available from https://www.information-compliance.admin.cam.ac.uk/data-protection.

Signature: 
Date: 