## **Consent form for recording lectures (externals)**

Thank you for agreeing to lecture at University of Manchester. We wish to make you aware of our processes concerning lecture capture at the University.

University policy is that, wherever possible, lectures are recorded automatically and made available online to students on the relevant programme as an important study tool, particularly for revision. Our staff are made aware of this when lectures are timetabled and in certain circumstances, they have the right to opt-out. We operate different processes for the recording of lectures conducted by external or guest lecturers and consequently we are seeking your consent to have your lecture recorded.

**Format of the recordings**

Lecture capture at the University is usually a recording of your voice alongside copies of the lecture slides and can be edited before being released to students, however this will need to be done by a University staff.

Some of our lecture rooms / theatres are fitted with equipment that will record just the audio and projector screen, while others may also have the facility to record video footage of the speaker (but this is not recorded by default). Please check with your contact at the University if this applies to the room where you will be presenting.

IMPORTANT NOTE:  if you choose not to consent to your lecture being recorded the recording will not be made available to the general student cohort, however a recording may still be available to specific students on the programme who are registered with the Disability Advisory and Support Service. It is a University requirement to provide recordings of all lectures to students registered with learning difficulties.

We also have processes which allow a lecture recording to be paused, for example when sensitive information is shown, by displaying a special QR code, or the option for you to hold the publishing of the podcast until you have reviewed it, please consult the FAQ for this:

<https://www.mypodcasts.manchester.ac.uk/essential_information/#pause_qr>
<https://www.mypodcasts.manchester.ac.uk/staff-faqs#external_speakers>

**Withdrawal of consent**

You have a right to change your mind and withdraw your consent at any time following this initial request, please consult our FAQ page: <https://www.mypodcasts.manchester.ac.uk/staff-faqs#external_speakers>. Where consent has been withdrawn, we will restrict access to the recording to only those students with a specific access requirement (see above note).

Further information about the processing of personal data relevant to lecture capture can be obtained from the privacy notice on our podcasting website: [https://www.mypodcasts.manchester.ac.uk/privacy-notice/](http://sys215.boltonft.nhs.uk:32224/?dmVyPTEuMDAxJiZhMDgwNGM4NjAwYjRiNWZmMD01RTRBOEVBRV81MTQ1M18xODY1MV8xJiZmNzkzZmNkOTM1NTAyMzE9MTEyMiYmdXJsPWh0dHBzJTNBJTJGJTJGd3d3JTJFbXlwb2RjYXN0cyUyRW1hbmNoZXN0ZXIlMkVhYyUyRXVrJTJGcHJpdmFjeS1ub3RpY2UlMkY=)

Please return the below to your contact at the University or by replying to this email confirming consent.

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| --- | --- |
| Full name of external person |  |
| Contact at the University |  |
| Course or programme name or code |  |
| Signature |  |
| Date |  |