Lecture Capture Consent Form

Module/Venue  ..............................................................................................................................................................

Date(s) of Recording(s)  .............................................................................................................................................

Creator of Recording  ..............................................................  (on behalf of the University of St Andrews)

This form is to be signed by the person who has agreed to be recorded and filmed as the principal party to, or as part of, a lecture or presentation carried out within the University of St Andrews. The purpose of this form is to seek consent for the recordings to be taken and subsequently to be used in a number of media, including the intranet/web by the University of St Andrews for non-commercial, educational purposes. The University of St Andrews in turn offers a commitment to only allow said recordings to be used appropriately, sensitively and in compliance with applicable laws.

I, the undersigned, agree to my lecture being recorded by the University of St Andrews. Where a recording is being made, I will notify everyone present that a recording is being made.

I confirm that where material is included in the recording which is the intellectual property, including copyright, of another party, I either have permission to include the materials in my lecture for educational purposes or am exercising my statutory rights to undertake certain permitted acts as defined in the Copyright, Designs and Patents Act 1988.

I understand that any copyright or other intellectual property which arises in the recording belongs to the University of St Andrews but that the recording will be used by the University of St Andrews for the sole purpose of creating educational resources for its own internal use. This may include conversion to digital format and storing and publication on the University’s Lecture Capture system, the University’s VLE and/or other University managed systems. The University of St Andrews agrees to provide a copy of the recording to the undersigned and provide a perpetual, worldwide, non-exclusive licence for any further use.

I, the undersigned, do hereby agree to license all performance rights in the recordings of lectures on a non-exclusive basis to the University of St Andrews for its own non-commercial, educational purposes as defined in the undersigned’s contract for services.

I, the undersigned, consent to the use of my personal data being processed for the purposes of this recording and subsequent publishing. My personal data will be processed in accordance with the provisions of the data Protection Act 1998. I understand that the recordings will be used for educational purposes only and that copyright in the recordings will be retained by the University of St Andrews.

Copyright restrictions placed on the University of St Andrews prevent the content being sold or used by way of trade without the express permission of the copyright holder. Images and recordings may not be edited, amended or re-used without prior permission from the University of St Andrews. Personal details of those taking part are never made available to third parties.
I require that my name is retained in association with the recordings.

FULL NAME ________________________________

NAME OF ORGANISATION ____________________________

EMAIL ADDRESS ________________________________

SIGNED ________________________________

DATED ________________