

Please Note: This guidance is for information only and is not intended to replace legal advice when faced with a risk decision.



Recording Lectures and the Law

These top tips serve as a quick reminder of the main areas to be addressed and sources of help available when recording lectures.

1. **Think legal from the start** to be confident in compliance. Copyright, performers' rights, data protection, and accessibility are the main areas of law you need to consider.
2. **Check who owns the content** of the lecture being recorded. Making a recording is further copying and as such there is unlikely to be automatic permission. The owner could be the institution, or the presenter (a lecturer, a guest speaker or student).
3. **Encourage permitted use of open licensed materials**, e.g. video clip with a liberal CC licence, to avoid copyright difficulties.
4. **Consider learners**, and respect the choices given to them by law. Do they want to be on camera? Consider providing an area of the audience, or a section of the presentation which won't be recorded.
5. **Get permissions** to record and for your post-recording use. Get the permission of the performers and the third party copyright owners where needed.
6. **Think about legal considerations** as part of the editing process. Minimise institutional risk of liability for inappropriate personal or infringing content.
7. **Remember to embed accessibility** – as required by law. The recording should be accessible to all students as far as is reasonable given the circumstances. This might mean being proactive in captioning, providing a transcript, and the availability of the recording in different formats.
8. **Consult, involve and inform staff early** to ensure buy-in of staff and institution-wide consistent good practice. Don't spoil hard work with legal uncertainty.
9. **Use JISC Legal resources** on recording lectures on our website at www.jisclegal.ac.uk
10. **Use the JISC Legal Helpdesk** by email, telephone and online at www.jisclegal.ac.uk/Helpdesk