

Recording consent

In order to support remote students who are ill or in a different time zone, as well as aid lecturers with course assessment, we propose to record your participation in departmental teaching. This includes recording any presentation you may be asked to give as part of a course as well as questions and discussion which take place during a teaching session.

Recordings will be used to support teaching in Part II units and examples classes as well as MPhil/Part III modules. The following recording policy applies to the capture and use of such recordings for teaching:

- Audio and video recordings will be captured. You may choose to take part in class discussion via audio and you will not be required to appear via a video camera.
- Course lecturers will ensure students can only access recordings for the courses they take part in.
- The department will only make use of student contributions in recordings to support learning and assessment for the current cohort of students attending the course. Accordingly, the department will ensure all recorded student contributions are deleted after assessment for the course is complete.
- We strongly encourage you to access recordings in an online format in order to avoid storing copies on your local computer. If local storage of a recording is essential, please ensure recordings are only stored locally and not backed up to machines or computers outside your control. All locally-stored recordings must be deleted after the last piece of assessed work for the course has been completed.

If you have questions or concerns about the recording policy please get in touch with clacsadm@hermes.cam.ac.uk (Part III, MPhil) to discuss. You may withdraw your consent to audio and/or video recordings at any point by using the same email addresses.