



Academic Policy 5 - AP5: Recording of Teaching

2026/2027

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Terminology

Term	Description
Accessibility	The extent to which teaching, assessment and learning resources are designed and delivered so that all students, including those with disabilities and diverse learning needs, can participate fully and achieve their potential.
Captions	The display of synchronised text representing spoken content within a recording.
Canvas	The University's Virtual Learning Environment (VLE) used to provide learning materials and access teaching recordings.
External Speaker	An individual who contributes to a teaching session but is not a member of University staff or an enrolled student.
Intellectual Property Rights (IPR)	Legal rights that protect original works, teaching materials and other intellectual creations.
Microsoft Teams	An approved University platform for delivering and recording scheduled online teaching sessions.
Module Occurrence	A specific delivery of a module to a particular cohort of students.
Panopto	The University's approved platform for recording, managing, storing and sharing teaching recordings.
Performance Rights	Rights held by individuals in relation to their recorded performances under copyright law.
Personal Data	Information relating to an identified or identifiable individual.
Reasonable Adjustment	A change or support measure intended to remove or reduce barriers experienced by students with specific learning needs.
Recording of Teaching	The recording of teaching activities through audio, video, screen capture or a combination of these methods to support learning.
Significant Staff-Delivered Element	Any part of a teaching session where staff provide core teaching content, such as explanations, demonstrations, examples or summaries.
SoSN (Summary of Support Needs)	A document outlining approved support arrangements and reasonable adjustments for a student.
Synchronous Teaching Session	A live teaching activity where staff and students participate at the same time, whether on campus or online.
Teaching Recording	A recording created under this policy and made available to support student learning.
Teaching Session	A scheduled learning activity such as a lecture, seminar, workshop, tutorial or online class.
Transcript	A text version of the spoken content contained within a recording.
UK GDPR	The United Kingdom General Data Protection Regulation governing the processing of personal data.

Term	Description
Virtual Learning Environment (VLE)	A digital platform used to support teaching, learning and assessment activities.

Purpose and Scope of this Policy

1. This document describes the University's policy for recording teaching sessions and making the recordings available to students in support of their learning while protecting the rights and privacy of both performers (primarily staff) and participants (primarily students).
2. This policy applies to all credited courses (Foundation, Undergraduate and Postgraduate) delivered by Kingston University, inclusive of the recording, use, storage and retention of recordings.

Definitions

Teaching Sessions that should be recorded

3. Teaching sessions should be recorded where they include significant staff delivered elements. This refers to any part of a scheduled synchronous session where staff deliver teaching content, such as explanations, demonstrations, worked examples, guided discussion, or summary points. The default position is that these significant elements will be recorded unless an exception in Section 5 applies. Where a session is primarily student led (for example, group work, peer discussion, or student presentations) including practical, laboratory and studio sessions, recording may not be appropriate. In such cases, only the staff delivered introduction or summary sections may need be recorded but only where they contain core teaching content.

Personal Data

4. Personal data includes information relating to individuals who:
 - can be identified directly from the information in question; or
 - may be identifiable indirectly from that information in combination with other information.

Personal data in recordings may include name, image, voice and any personal opinions expressed during the recording. See the Information Commissioner's Office (ICO) guidance for more information on [personal data](#).

Intellectual Property Right

5. Please see the University's IPR policy – [staff](#) and [students](#)

Legislation

6. This policy ensures adherence to our statutory obligations in reference to:

Equality Act (2010)

7. Under the provisions of the Equality Act (2010), the recording of teaching is serving as a Reasonable Adjustment to ensure accessibility to all Disabled Students and users of the material being accessed. Additionally, the Equality Act (2010) is anticipatory in nature which means that recordings should be made on the understanding of likelihood that at least one disabled individual will be present. This is regardless of disclosure to the University or registration with the Disability and Mental Health Service. Where required by students, this policy will be referenced in a student's Summary of Support Needs (SoSN) document – written by the Disability and Mental Health Service.

The Public Sector Bodies (Websites and Mobile Applications) (No.2) Accessibility Regulations (2018)

8. These regulations cover the accessibility of websites and mobile applications, and they apply to public sector bodies including universities. These regulations apply to Virtual Learning Environments such as Canvas.

Data Protection Act (2018) and UK GDPR

9. Staff, students and affiliates have rights in relation to their personal data. These rights are not absolute and may vary depending on the lawful basis under which the University processes the personal data. The lawful basis for the Recording of Teaching is that it is necessary for the performance of our contract with the students.

Copyright, Designs and Patents Act (1988).

10. The primary legislation that governs intellectual property rights and addresses moral rights and performers rights.

Principles

11. The following principles apply:
- a) Students are provided with a recording from every teaching session with a significant staff delivered element, as appropriate (see section 5), ensuring a consistent experience that is accessible and inclusive.
 - b) A recording of a teaching session will, at minimum, be an audio recording of the lecturer's voice but will normally include a screen recording as appropriate and optionally video and other sources where available. These recordings must be captioned and a transcript provided (automated service provided by Panopto).
 - c) Recordings do not replace scheduled synchronous teaching sessions. Recordings are designed to enhance student learning but not to replace student attendance.

- d) Recordings of students should not take place, except for short contributions such as a student asking a question. Students have the right not to be recorded excepting assessments.
- e) Students must be informed when a session is being recorded, including on-campus and online sessions. All teaching rooms will have a notice on display informing students about the recording of teaching sessions with a link to the Privacy notice for enrolled students. In addition, a PowerPoint version of the privacy notice is available that staff should use at the beginning of a module/class.
- f) Recordings must be available only to the student cohort who were scheduled for the teaching session being recorded. This would normally be a module occurrence, but may include additional occurrences or modules where these were being co-delivered.
- g) Recordings must not be used for appraisal or disciplinary purposes without the written approval of the member of staff concerned.
- h) Recordings must not be used to cover for staff involved in industrial dispute
- i) Recordings are retained for a maximum of 24 months, after which they are automatically deleted.
- j) Recordings are for personal study purposes only and must not be shared.
- k) Panopto must be used for all recordings covered by this policy, with the exception of:
 - l) personal recordings made by students.
 - m) Recordings of scheduled synchronous online sessions where Microsoft Teams can be used. These recordings must then be published via Panopto (available on and off campus).
- n) This policy will be reviewed annually

Appropriate Recordings

- 12 Recordings should focus on all significant staff delivered elements of a synchronous teaching session (e.g. all or part of a lecture, seminar, workshop), including online and on-campus sessions. Consent must be obtained from individuals present who are not enrolled on the module (e.g. external speakers and visitors). For visitors in the audience this will be covered via privacy notices (see 4.e), and for contributors they should complete the 'Filming and Sound Recording for Teaching and Learning Release form for external speakers' (see 11.1).
- 13 Circumstances where a teaching session, or part of a teaching session, may not be recorded include:
 - a. Where significant student contribution and/or significant interactivity
 - b. The nature of the content covered is sensitive. Please see the Recording of Teaching guidance document.
 - c. A part of a session contains confidential information, or there are significant legal, ethical or privacy concerns
 - d. When part of the session contains proprietary information

- e. Where the teaching approach would be compromised by recording, and a change to the approach would negatively impact on students.
 - f. A student or staff member raises personal reasons that make it inappropriate that the session is recorded.
 - g. A staff member exerts their performance rights not to record a session.
- 14 Where a session or sequence of sessions are not going to be recorded then students must be informed in advance, normally at the beginning of the teaching block.
- 15 Where a teaching session is not recorded then an alternative and equivalent accessible resource must be provided. For example, this could include an annotated PowerPoint presentation that covers all of the key spoken information delivered in a session. This alternative resource must be published within 48 hours (working week) of the session.
- 16 Students who wish not to be recorded must be given the option to contribute. This should normally be facilitated by using the Pause facility within the University's teaching recording system.
- 17 For one-to-one or small group sessions (e.g. tutorials) the permission of all staff and students present must be obtained prior to recording.
- 18 Additionally, to ensure full accessibility of the materials provided, all recordings must be captioned, and all recordings must have a transcript provided (automated service provided by Panopto)

Use of Recordings Captured under this Policy

- 19 Recordings can be used in the following ways:
- Students can use the recording to support their study at Kingston University including:
 - to re-listen / replay the recording to aid their learning
 - for revision purposes
 - for removing disability-related barriers to learning e.g. in processing information or notetaking
 - in promoting their active engagement in teaching and learning
 - where English is not considered their first language
 - A member of staff deciding to use the recording as part of their performance and development appraisal, or if they are under investigation as part of the University's disciplinary process (see 4.g above).
 - For continuity in exceptional circumstances (e.g. forced closure of buildings/campuses due to flood, fire or lockdown), staff will be able to record a teaching session from outside the classroom / remotely.

Recording Software

- 20 All recordings made under this policy must use Panopto with the exception of scheduled synchronous online sessions. This software is installed on all podium devices and will require a click to initiate both the recording and publishing of the resultant recording. This software is also available for staff laptops, and a laptop may be used as an alternative to the podium device as appropriate. Staff will be able to both temporarily pause and stop a recording.

- 21 All recordings from scheduled synchronous teaching sessions will be automatically published to the relevant module in Canvas.
- 22 Microsoft Teams may be used to record scheduled synchronous online teaching sessions. These recordings must then be published via Panopto.

Performance and Moral Rights

Performance Rights

- 23 Performer rights reside with the staff member(s). By agreeing to be recorded, staff grant the University a non exclusive, royalty free licence to use their recorded performance for the purposes set out in this policy for the full retention period stated in this policy, irrespective of whether their employment with the University subsequently ends. This licence is irrevocable in respect of recordings already made
- 24 Students and any other individuals within the audience of a recorded lecture do not acquire performance rights. Where individual audience members make a significant contribution, then their permission must be obtained. For clarity, asking questions are not considered a significant contribution.
- 25 Where a staff member exercises performer rights not to be recorded, this applies only to the University's recording of their performance. It does not prevent the University from requiring alternative accessible content to avoid placing students at a substantial disadvantage. See Section 5 for further information on alternative accessible content.

Moral Rights

- 26 Staff who wish to assert their right to be identified as author or performer should do so as part of the recording, for example using titles or an introductory slide. Intellectual copyright however remains in accordance with the University's Intellectual Property Rights Policy.

Recording by Students

- 27 Recordings of teaching sessions can only be conducted by University staff, with the following exceptions:
 - a. Students may be permitted to make personal audio recordings of teaching sessions where this forms part of an approved reasonable adjustment, or an interim adjustment pending formal confirmation. Such recordings are for personal study use only, must not be shared or uploaded, and must be deleted at the end of the relevant module.
 - b. Students with a SoSN giving permission to make a **visual** recording, should be permitted to do so as a reasonable adjustment to ensure that their learning is fully accessible, in accordance with the Equality Act (2010).
 - c. Where a staff member exercises performer rights not to be recorded by the University, students without a reasonable adjustment may not personally record the session. Students with an approved (or interim) adjustment permitting personal audio recording may continue to do so for personal study use only. Equivalent accessible materials will be provided in accordance with Section 5.

- 28 Where such recordings will result in data protection, copyright or intellectual property rights being impacted, or will involve sensitive information then staff should make clear at the start and during the session which aspects this applies to and therefore cannot be recorded.
- 29 Students may not share, publish, sell or otherwise make publicly available recordings or modifications of recordings made under the policy, including via the internet including social media (e.g. WhatsApp) and through uploading to an AI tool not licensed by Kingston University.
- 30 These recording may be transcribed for learning purposes, but the same restrictions apply to the transcripts. All such recordings must be deleted once the student has concluded the relevant module.

Misuse of Recordings

- 31 The purpose of recordings is to support student learning. Recordings made by students under this policy are for personal use only in their studies and must not be shared unless specifically with learning support services at Kingston University.
- 32 The inappropriate use of teaching recordings and personal recordings may be considered misconduct under the [Student Conduct and Behaviour Procedure](#). Inappropriate use of recording covers the use, modification or sharing of teaching recordings or personal recording made under this policy without permission. This includes, but not limited to, copying the recording, issuing copies of it to the public, renting or lending copies of it to the public, uploading to social media, sharing recording extracts or stills, submitting the recording to an AI tool not licensed by Kingston University, and playing it in public or broadcasting it.

Copyright

- 33 No recordings should infringe third-party copyright. However, the use of such material may fall within 'fair dealing' if used for illustration during teaching. Where a teaching session includes material under a license that does not permit copying, then the recording should be paused while this material is shown. All third-party content included in the recording must have a clear citation. For further guidance and support please see the [Library and Learning Services Copyright resources](#).

External speakers

- 34 External speakers, or their employer, retain copyright of their work, but by completing the '[Filming and Sound Recording for Teaching and Learning Release form for external speakers](#)' they agree to grant the University a non-exclusive licence to use the recording for the purposes covered in this policy.

Staff and Students

- 35 Where staff or students own IPR in materials (e.g. photographs) used in a recording they agree to grant the University a non-exclusive licence to use the material for the purposes described in this policy.

Defamation and Takedown

- 36 Recordings covered by this policy can still be subject to defamation law. Therefore, care should be taken with statements that could be taken out of context or with claims that are unjustified.
- 37 Any party who believes their rights have been infringed should contact ltectelnb@kingston.ac.uk. Cases of alleged infringement may result in the temporary or permanent removal of a recording.

Outside the Remit of this Policy

- 38 The University's **teaching** recording system can be used by staff to record teaching support resources outside scheduled teaching sessions. Such resources could include for example teaching session summaries which would then release time for more interaction in class.
- 39 Kingston University is committed to providing teaching that is authoritative, up-to-date and well informed. From time to time, inadvertent errors may be made by lecturers, external speakers or students and these errors may be captured in audio recordings. When errors are made known, Kingston University will take appropriate corrective action.
- 40 Further guidance on support for Disabled Students and the recording of classes as Reasonable Adjustment can be obtained by contacting the Disability and Mental Health Service at kudisabilityliaison@kingston.ac.uk
- 41 The 24-month retention period for recording is automatic, but exceptions may apply (for example, where recordings may be required for ongoing appeals, complaints or disciplinary processes).

15. Related Documents

[Privacy notice for enrolled students](#)

[Privacy Notice for recording of teaching PowerPoint slides for staff use](#)

[Filming and Sound Recording for Teaching and Learning Release Form for external speakers](#)

APPENDIX 1**Policy/Regulation Detail Information**

Policy/Regulation owner	Head of Learning, Teaching and Enhancement Centre
Policy/Regulation Department owner	Learning, Teaching and Enhancement Centre
Committee(s) responsible for review and approval	Education Committee (delegated from Academic Council)
Version number	2026-2027.V1
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