



Lecture Capture: Presenter Release Licence

PRESENTER'S DETAILS

Name			
Department			
Email		Telephone	

LECTURE OR SERIES DETAILS

Title/ Module	
Start Date	
Academic Year	
Format	audio recording / video recording / lecture slides / other visual materials <i>(delete as appropriate)</i>
Location	
Description	

AGREEMENT

The conditions attached to this form (the **conditions**) set out the terms on which you may record a lecture including any associated teaching materials (the **lecture**) and make it available via the University's lecture capture service, 'Replay' (the **service**). Please read those conditions carefully before providing student access to any recorded lecture in the service. By signing this form, you confirm that you have read and accept those conditions.

PRESENTER'S SIGNATURE

Signature	
Date	

Lecture Capture Presenter Release Licence: Conditions

Ownership

You will continue to own any intellectual property rights you may have in the lecture and nothing in this licence prevents you from using or licensing others to use the lecture.

Through this licence, the University requests permission to make any recorded lecture recorded via the service available to students and researchers of the University to access online over a secure electronic network, from a place and at a time chosen by them.

Permissions

By recording a lecture via the service, or submitting a lecture to be uploaded to the service, you grant to the University permission under all rights (including, but without limitation, copyright and rights in the nature of copyright) that subsist in, or otherwise protect, the lecture and all consents necessary to allow the University to store the work and make it accessible to students and researchers of the University who are enrolled in the Academic Year set out in the Lecture Details page of this licence..

While the University intends to make recorded lectures available to students and researchers of the University to access online, it may refuse or cease to do so where it considers this to be reasonably necessary. The University will take reasonable steps to notify you of any such decision.

Any person provided with access to a recorded lecture via the service will be licensed to access and use that lecture only for personal and non-commercial purposes.

Conditions

By recording a lecture via the service, you confirm to the University that you have the legal right and authority to do so in accordance with the terms of this licence and the work does not:

- contain any material which is unlawful;
- infringe any intellectual property rights (e.g. copyright or database right) of any other person;
- contain any material which is defamatory of any person;

- contain any confidential information; or
- contain any material that invades the privacy or breaches the data protection rights of any other person.

If the lecture contains material which is the result of any activity sponsored, commissioned or otherwise supported by another person (e.g. under a funding or collaboration agreement), you confirm to the University that you have complied with all conditions that may apply to the use of that material in the service.

If any other person has participated in the lecture, you confirm to the University that such person has completed a Lecture Capture Participant Release Form in the form prescribed by the University, and that you will provide copies of the same to the Lecture Capture Team at replay@it.ox.ac.uk. If a Lecture Capture Participant Release Form has not been completed by such person, their participation must be removed from any lecture available via the service.

Data protection

The University will use any personal data in connection with a lecture for the purposes of administering the service.

By submitting any personal data in the service, you agree to the University processing your personal data in accordance with the staff privacy policy available at:

<https://compliance.admin.ox.ac.uk/staff-privacy-policy>, including transferring your personal data outside of the UK.

Please be assured that the University will take all reasonable steps to protect your personal data at all times.

Contact us

If you have any comments or questions about this licence, please contact replay@it.ox.ac.uk.