



## Lecture Capture: Participant Release Form

*[This form is intended for specific situations, e.g. small group seminars, for persons who participate in the event and may be recorded. It is not intended to cover audience participation in regular University lectures]*

### PARTICIPANT'S DETAILS

<b>Name</b>	
<b>College</b>	
<b>Email</b>	

**SESSION  
DETAILS**

<b>Title</b>	
<b>Date</b>	
<b>Location</b>	
<b>Session</b>	
<b>Contribution</b>	

## AGREEMENT

The conditions attached to this form (the **Conditions**) set out the terms on which you (the Participant) agree that your contribution to the session described above can be recorded and made available via the University's Lecture Capture service, 'Replay' (the **Service**). By signing this form, you confirm that you have read and accept those conditions.

## SIGNATURE

<b>Signature</b>	
<b>Date</b>	

### Conditions

By contributing to the session, you grant to the University permission to use under all rights (including, but without limitation, copyright and rights in the nature of copyright) that subsist in, or otherwise protect, your contribution and all consents necessary to allow the University to record, store and make it accessible to students and researchers of the University.

You confirm that to the best of your knowledge, your contribution 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.

You acknowledge and agree that the University shall be entitled to edit, copy, add to, adapt or translate your participation as reasonably necessary. The University reserves the right not to use your contribution in the version of the session made available for later viewing.

These terms shall be governed by and construed in accordance with the law of England and Wales and you submit to the exclusive jurisdiction of the courts of England and Wales to settle any dispute (including non-contractual disputes) related to the subject matter of them.

### Data protection

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

By submitting any personal data, you agree to the University processing your personal data in accordance with the student privacy policy available at: <https://compliance.admin.ox.ac.uk/student-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 these conditions, please contact [replay@it.ox.ac.uk](mailto:replay@it.ox.ac.uk).