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**Educational recordings: Presenter Release Licence (Internal)**

To cover recordings made or reused in the 2025-26 academic year

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| **Name** |  | | |
| **Department** |  | | |
| **Email** |  | **Telephone** |  |

**AGREEMENT**

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

**PRESENTER’S SIGNATURE**

|  |  |
| --- | --- |
| **Signature** |  |
| **Date** |  |

Please send your completed form to [insert contact details for person collating the information].

**Ownership**

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

Through this licence, the University requests permission to make any recorded educational recording 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 consenting to an educational recording being made and released via the service, or submitting an educational recording 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 educational recording and all consents necessary to allow the University to store the work and make it accessible to students of the University who are enrolled in the Academic Year that this licence covers and are entitled to attend the teaching or access the educational recording as part of their course enrolment, or are otherwise given permission to access the educational recording for an agreed period.

While the University intends to make educational recordings 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 an educational recording via the service will be licensed to access and use that educational recording only for personal and non-commercial purposes.

**Conditions**

By consenting to an educational recording via the service, or submitting a recording to be uploaded to 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 educational recording 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 educational recording, such that their contributions could give rise to independent performance rights, you confirm to the University that such person has completed a Participant Release Form in the form prescribed by the University. If an Educational Recordings Participant Release Form has not been completed by such person, their participation must be removed from any educational recording available via the service.

**Data protection**

The University will use any personal data in connection with an educational recording 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.