

Panopto End User Licence Agreement (EULA) – 22/04/2020

The University of Cambridge has made the production arrangements necessary for the making of recordings for University teaching and learning purposes via the Panopto desktop recording application under the Panopto licence, available to staff and students subject to Terms and Conditions set out below.

Viewing recordings

Students viewing recordings are notified that all teaching material is copyrighted material: owned by the lecturer, who retains copyright in their original authored content, and by third parties who own copyright in material which may be included in the content.

Copies may not be made without the formal consent of the lecturer and third parties (as applicable); this includes audio recordings and transcriptions of the recordings as well as all accompanying material, presented both during, in advance of and following the lecture.

Students may use the recordings and accompanying materials made available to them for their own private study and non-commercial research. Otherwise, the content, recordings and materials must not be copied, stored or distributed (including by e-mail or attachment or in an intranet or on the internet and social media) unless by statutory exception or with the consent of the rights holders, i.e. the lecturer, the University and third party material rights owners, as applicable.

Failure to comply with the terms of this warning may result in disciplinary action by the University and legal claims for copyright infringement.

Making recordings

Use of the Panopto desktop recorder to create, manage and upload recordings of teaching material is given subject to the following:

- (a) All speakers have granted their permission to be recorded;
- (b) Copyright (including performer's rights) and intellectual property rights in the lecturer's original teaching material in the recordings remain with the lecturer, but the University is given a non-exclusive licence to use the recordings in the University as part of its teaching;
- (c) Recordings will be linked to particular Moodle course(s), and all students and/or staff enrolled on those courses for their duration may use the recordings for their private study and/or non-commercial research;
- (d) Any copyright material utilised in the presentation will be managed appropriately in line with the University's guidance at: <https://www.legal.admin.cam.ac.uk/copyright-compliance> (Raven access), also available at <https://www.student-systems.admin.cam.ac.uk/moodle/copyright> ;
- (e) The recordings and any personal data collected (the lecturer's image, voice, opinions, usage data, etc.) are being processed with the lecturer's consent and will be managed in line with the University's data protection policies, available at: <https://www.information->

[compliance.admin.cam.ac.uk/data-protection](https://www.information-compliance.admin.cam.ac.uk/data-protection), including Statement of Records Management Practice and Master Records Retention Schedule;

- (f) Recordings will be retained indefinitely in the lecturer's personal Panopto folder, but will only be made available in Moodle to the cohort of students on the course(s) for which the material has been prepared. Archived recordings may lose some functionality currently available should the University's Panopto licence be changed or lost in future years, but lecturers will be notified in advance of this possibility so that they may download the recording for their own private study and non-commercial research.

Other recordings by staff and students

In the event that the Panopto desktop recorder is utilised for the recording of small group discussions or assessment purposes, this usage is made subject to points a-f above. Additional restrictions will be in place to ensure the recordings are made available only to those with appropriate access permissions. Note that there are many potential solutions for supervisions and assessments; for further information we recommend you review the University's Teaching Remotely pages at:

<https://www.cctl.cam.ac.uk/teaching-remotely>.

Those recordings and any personal data collected will be managed in line with the University's data protection policies, available at: <https://www.information-compliance.admin.cam.ac.uk/data-protection>, including Statement of Records Management Practice and Master Records Retention Schedule.