Recording Consent Form

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| The University of Glasgow, charity number SC004401 |

VENUE University of Glasgow……………………………………………………………………………………..

CREATOR OF RECORDING School of <insert name of School>, College of <insert name of College>

This form is to be signed by the person who has agreed to be recorded and filmed as the principal party to, or as part of, a lecture carried out within the University of Glasgow. The purpose of this form is to seek consent for the recordings to be taken and subsequently to be used by The University of Glasgow as a learning resource available to students on a secure VLE. The University of Glasgow in turn offers a commitment to only allow said recordings to be used appropriately and sensitively and extends all principles and regulations of the [Recording of Teaching Policy](https://www.gla.ac.uk/myglasgow/senateoffice/policies/studentsupport/teachingrecordingpolicy/) to recordings made by guest speakers.

(SPEAKER)

* I, the undersigned, agree to my lecture being recorded in audio/video [delete as appropriate] format by The University of Glasgow. Where a recording is being made, I will notify everyone present that a recording is being made.
* I confirm that where material is included in the recording which is the intellectual property, including copyright, of another party, I have permission to include the materials for teaching purposes.
* I understand that any copyright or other intellectual property which arises in the recording belongs to The University of Glasgow and that the recording will be used as a learning resource for <insert name of course or programme> Students. This will include conversion to digital format and storing on a secure University Server and publication on the School’s secure virtual learning environment.
* I, the undersigned, do hereby agree to license/assign all performance rights in the recordings of lectures to the University of Glasgow.
* I, the undersigned, do hereby agree to waive all moral rights in my performance in the recordings of lectures to the University of Glasgow.
* I, the undersigned, consent to the use of my personal data being processed for the purposes of this recording and subsequent publishing. My personal data will be processed in accordance with the provisions of the data Protection Act 1998. I understand that my recordings will be used for teaching and learning purposes only and that copyright in the recordings will be retained by the University of Glasgow.

FULL NAME:

NAME OF ORGANISATION:

EMAIL ADDRESS:

SIGNED:

DATED: