**Tutorial Recording Guidance**

Background

It is important that students are actively engaged in small group teaching events whether studying on campus or online and as such it is recommended that synchronous online tutorials are normally not recorded. While students may be studying in a range of time zones, it is felt acceptable to expect students studying at a distance to attend sessions in the evening or early morning. As such, assuming such events are appropriately scheduled students should be able to engage.

Notwithstanding the above, there may be situations where it is felt necessary to record a small group session. This guidance note provides advice to colleagues on when recordings may take place and the regulatory framework surrounding the making of any recordings of this nature. If a synchronous online lecture is being recorded this would be covered by our Lecture Recording Policy.

Requirements for Tutorial Recording

From a data protection perspective, recording of such events may take place where the tutor judges that the recording of the event is essential for delivery of the learning outcomes. If there is no teaching benefit, then it may be unlawful to record the session. In this context, the requirement to provide access for those studying in a different time zone is insufficient justification for the decision to record the session and likewise, convenience is also not necessity.

Additionally, where a session captures particularly sensitive information e.g. information about a student’s health, sex life, sexual orientation, religious beliefs, political opinions or racial identity, it is recommended that such sessions should not be recorded.

Within Collaborate, recordings can only be done within the main room. Recordings are not possible within breakout rooms.

Student Permission for Recording

Where it is deemed there is a need to record the session to ensure delivery of learning outcomes, there is no legal requirement for permission to be sought from students and for a record of consent to be kept but they do have the right to object. As such, staff should advise students at the start of any session that it is necessary for the session to be recorded. The purpose of the recording and its link to the delivery of learning outcomes should be explained to students.

Where students indicate that they do not wish to be recorded, the following options should be considered:

1. To solely record the delivery of academic content but not the discussion component involving the students;
2. To stop the recording when any student wishing not to be recorded wishes to speak and then start the recording again if necessary (review [the Blackboard Help pages on Recordings](https://help.blackboard.com/Collaborate/Ultra/Moderator/Moderate_Sessions/Recordings) for further guidance on how to manage recordings);
3. To not record the session.

Permission by Visiting Lecturers

Express (opt-in) consent is required for the recording of external visitors speaking at events (including contributions to online tutorials) and a consent form must be completed.