CLASS RECORDING POLICY

ROYAL COLLEGE OF MUSIC London

Purpose

The Royal College of Music is committed to providing a world-leading environment for students to develop as musicians.

Increasingly video recording technology is a vital tool to support learning and teaching, including artistic reflection and professional development.

At the College, we record specific learning and teaching activities, which may include classes and rehearsals to:

- document class activity, enabling students to access recordings for revision or reflection;
- support students with specific learning needs or students who do not speak English as their first language.

This policy covers permitted and prohibited uses of the recordings; standards and responsibilities for providing the recording services; rights in the recordings; use of third-party copyright materials; security and retention of recordings and the implications of breaching this policy.

Communication of this policy

1. For the purposes of this policy, the term 'recording' refers to any audio and/or video recording of a RCM class, rehearsal, performance or other learning activity, made with any type of recorder.
2. The term 'administrator' refers to a member of staff with dedicated responsibility for managing recordings made for a module or faculty, typically the module coordinator or the faculty administrator, plus a small number of technical administrators in AV, Studios and Registry.
3. At the point of registration, all RCM students agree to be recorded during their studies, with copyright and all related property rights assigned to the RCM. For full details see the terms and conditions of registration for study, including the Recording Agreement.

Recorded Classes and Rehearsals

4. Audiovisual equipment is installed in specific College spaces for the purposes of recording classes and rehearsals. This equipment is maintained by the Studios. Additionally, some classes and rehearsals may be recorded with portable equipment.
5. Scheduled classes may be recorded to support learning and teaching, but this is not routine practice. This could include in-person or online classes. It does not include one-to-one lessons, coaching or accompaniment rehearsals.
6. Class recording is designed to complement in-person delivery. It is not designed to replace student contact time nor should it reduce students' attendance at classes or rehearsals.
7. Class recordings must not be used as a mechanism for managing timetabling clashes.
8. When available, class recordings may be used by students to catch up on learning missed due to approved leaves of absence (LoAs). Students should enquire with the relevant module leader or professor to confirm this is possible. Availability of class recordings should not be assumed or relied on.

9. Professors should not feel that they have to change their preferred teaching style for their class to be recorded.
10. In the spaces where class recording equipment is installed, the equipment may be used by staff and students for recording their own rehearsals, performances, and assessments. All users must adhere to the College's ICT Policy on Acceptable Use and the RCM Policy for Personal Recordings

The lawful basis for recording and storing personal data

11. Personal data in recordings may include your name, image, voice and any personal opinions expressed during the recording. The College processes your personal data in recordings on the lawful basis of its legitimate interests as an institution of learning and teaching. This means that the data processing is not required by law but there is a clear benefit to the organisation or you as an individual. This complies with current data protection legislation, including the Data Protection Act 2018 and the UK's retained version of the EU General Data Protection Regulation. For more information, please see the RCM Data Protection Policy.
12. Class recording data will be automatically archived after one year and deleted after two years, with the option for the administrator to extend this subject to lawful usage.
13. Where a professor leaves the employment of the College, they may request that their class recordings are deleted. This request should be sent to the line manager in writing and the request will be considered alongside the legitimate interests of students or the College in preserving the recording for a certain length of time, for example until the end of the current academic year.

Accessing recordings

14. All recordings made with RCM class recording equipment are processed and stored using Panopto software.
15. All recordings are stored securely using password protection. Access to new scheduled recordings is initially limited to the appropriate administrators. Access to new personal recordings will be on the user's "My Folder" in Panopto.
16. Administrators can access recordings in the Panopto folder on the relevant module or faculty page on Learn.rcm. Recordings can then be published to students on the appropriate Learn.rcm page.
17. For academic classes, administrators should only make the recording available to those students who are registered on the module. Faculty class recordings will only be available to RCM students.
18. By default, class recordings will only be available via streaming unless the administrator chooses to make them downloadable.

Automatic recording and opting out

19. This policy assumes that delivering a class or rehearsal is a qualifying performance under the Copyright, Designs and Patents Act 1988. The professor, and any student making a contribution, such as asking or answering a question, may have rights in a performance that would be infringed by recording without consent. Under this legislation, the policy informs you that your agreement for your performance to be recorded will have been given at the time of registering with the College but that you can choose to opt out of being recorded. This means you will always be given information on whether a lecture is being recorded and you may opt out of being recorded.
20. Students who wish to opt out of a recording should speak to the relevant module coordinator or faculty administrator. For online classes being recorded, students may choose to switch off their camera and/or microphone.
21. Employees or Associates of the College who wish to opt out should speak to their line manager.
22. It is the responsibility of the professor to make students aware of class recording practices at the start of each module or project.

23. In College spaces where recording equipment is installed a red light will flash for 5 minutes before recording commences; it will then remain on for the duration of recording. Signage in the space explains when recording is taking place.
24. Online classes that are being recorded will display a notification indicating this.
25. Class/rehearsal recordings will only be published to other students on Learn.rcm with an administrator's permission. This enables the administrator to delay the publication of a recording, edit the recording before publication, or withhold publication completely.
26. There may be legal, ethical or privacy reasons that mean it is not appropriate to record an entire module or class. In such cases the module coordinator or faculty administrator should speak to the Head of Programme or Head of Faculty to request that the module or class is not recorded at all.
27. Rooms equipped with class recording systems can be monitored by administrators in real time by viewing a static image of the room, even when recordings are not being made. This is for the purpose of checking room usage and there is no video or audio feed of activity in equipped spaces.

Rights of recordings

28. Recordings of classes or rehearsals are for **the personal use of students or staff for educational purposes only.** The sharing, redistribution, editing, publication, broadcast or re-use of RCM class/rehearsal recordings is prohibited. This includes sharing the video by email or publishing the video on social media or a website. Unauthorised use of class/rehearsal recordings will be handled as a disciplinary matter in line with the RCM Student Code and Procedures.
29. It is not permitted to make recordings of external hire events or activities run by external organisations.
30. The intellectual property of the content of the recording remains the property of the College and those persons featured in the recording and not the student making the recording.

Copyright permission

31. It is the professor's responsibility to ensure that the materials used in all classes and class recordings do not infringe copyright. Professors should check that one of the following applies:
    - The material has an educational exemption for use in teaching
    - you or the College have written permission regarding use of copyright materials;
    - the materials are available for use under an educational licence (please ensure the terms of the licence allow for redistribution, e.g. via a lecture recording);
    - the materials are licenced under creative commons (please ensure the terms of the licence allow redistribution, e.g. via a lecture recording, see);
    - the materials are out of copyright (see this government information for details about the duration of copyright).

Further questions on copyright should be directed to the Library: library@rcm.ac.uk.

32. Unless separate contract terms apply, the College owns the copyright in class materials (including e-resources) that are created by professors during the course of their employment, therefore copyright permission is not required from professors to include these materials in a class recording. If this is not the case for any particular class materials, they will be marked as such and you should contact the Library to clarify the position before using these materials in a class recording.
33. However, individual professors retain the right to object to their performances in classes being recorded (see 180(2) of the Copyright, Designs and Patents Act 1988 for a definition). This means that a professor can decline to be audio or video recorded or can ask for an existing audio or video recording to be withdrawn or deleted, at any time. Professors should speak to their line manager in the first instance to discuss opting out or data deletion.

34. Recordings of classes or rehearsals will not be used for performance management of professors or the investigation of student complaints or appeals without the express consent of the relevant member of staff or where this is permitted in accordance with the provisions of data protection legislation.

35. The College reserves the right to distribute a recording externally, but only when copyright has been cleared and with written permission of the professor delivering the class and of all contributing students.

Recordings made by students

36. Where a recording is not being made by the College, students may record classes or rehearsals on their own devices for personal use only with the permission of the professor and of all contributing students. Use in an assessment of any statements made should be appropriately attributed to the source.

37. Where, in exceptional cases, class recording is not permitted, students will be informed orally or through signage, and must not make any recording.

38. Students are not permitted to make recordings of RCM performances.

39. Students may use the recording equipment in RCM spaces to record personal practice, student -led rehearsals, audition/competition entries and assessments. These recordings are for private use only and students must abide by national and international laws and agreements on copyright, performers' rights, moral rights and any other relevant rights related to recording, storage, usage and broadcast. This includes any usage on the internet. For more information see Guidance on Using Recordings Made at the RCM.

40. Students making their own recordings using RCM equipment will find the videos in "My Folder" on Panopto (accessible via Learn.rcm).

41. Recordings saved to users' "My folder" are automatically deleted after six months and should be downloaded if needed within that time period.

Junior Department

42. No recordings are permitted on Saturdays during term-time unless there is written permission from the Head of Junior Programmes.

43. Junior Department students are not permitted to use the College's class recording equipment.

Visiting professors

44. External visiting professors (or their employer as appropriate) may retain copyright on work and any other intellectual property rights they generate if the College has agreed a deviation from its stipulation that such rights must be owned by the College in accordance with the RCM Intellectual Property Policy section 2.3. For this reason you should confirm the copyright position and obtain written consent from guest professors before recording their class or rehearsal.

Document history

Policy reviewed by
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