



Recommendations for recording events via video conference systems, particularly Zoom

31 March 2020

The university has drawn up the following recommendations for the recording of seminars and other events using video conferencing systems (e.g. Zoom) and the handling of such recordings:

Should teaching sessions be recorded?

The final decision as to whether the teaching session is recorded or not lies with the lecturer/s.

Advantages:

- Enables any student who is ill or otherwise unable to take part and any participants who encounter technical difficulties during the session to catch up on the content – particularly during the current coronavirus crisis, when students may be unable to participate as a result of illness, civil defense/military duty or childcare responsibilities.
- Can be used in preparation for exams (in the same way as lectures recorded in the lecture hall).
- Allows attendance to be reviewed.

Disadvantages:

- May have a negative impact on participation. The number of students participating live may fall (because students can watch the session later), and fewer may be willing to participate in discussions (because any “mistakes” they make will be preserved).
- May result in unwelcome and unlawful circulation of teaching material or recordings if students share links or downloads.

Lecturers should ensure that students are fully aware of the expectations and rules regarding recorded teaching sessions.

Considerations:

- Different input and forms of interaction can be treated differently – e.g. introductions/input/presentations (by lecturers, and by participants with their consent) may be recorded, while discussions and group work are not.
- Emphasize the importance of attendance and the fact that recordings are specifically designed for students who cannot attend individual sessions.
- The “official” recordings by lecturers and the discussions with students may deter other forms of recording (for example, via Snagit or QuickTime) without the lecturer’s knowledge.
- Students should be in no doubt that duplication or distribution of recordings of teaching sessions is prohibited. However, since technical workarounds, download helpers, etc. exist, these cannot be completely prevented.

How do I record a lecture session, e.g. in Zoom, and make it available?

When making a recording, make sure it is stored in the right location: Zoom and other video conferencing systems allow you to choose between local storage (on your own computer) or storage in the cloud. From a data protection and copyright point of view, the recording must be stored locally, then uploaded to SWITCHdrive or SWITCHtube and a link made available to participants via ADAM. Note that the Download button in SWITCHtube must be deactivated.

What do I need to bear in mind?

From a data protection viewpoint, there are two key things to bear in mind:

- Before each recording, the lecturer must inform students that the session will be recorded and let them know where the recording will be stored and who will receive the link to it. It is always advisable to discuss this in detail with the students before starting the first recording. Zoom also shows participants that recording is in progress.
- Students must always be allowed to deactivate their video image and only participate in the recorded session via audio or the Chat function. If lecturers enable the necessary technical settings in Zoom, participants may also conceal their identity in Chat and use only their initials or even a pseudonym.

Students are legally entitled to refuse to have their contribution recorded. However, they are not entitled to demand specific teaching formats (for example, face-to-face instead of online). Wherever possible, it is important to find an amicable solution to the issue of recording. This can be done by allowing audio participation, use of the Chat function (anonymous/with initials) or by not recording individual sessions, for example student presentations or similar.

- Unless there is consent or a justifiable reason for doing otherwise (see below), the recording must only be made available to the participants.
- Participants must not be allowed to record (even if they submit an official request, for example via Zoom).
- Participants must be made aware that the link to the recording is for their own personal use only and must not be shared, posted online or used for commercial gain.
- The links must be deleted from ADAM at the end of the semester.

Conclusion:

Lecturers and their assistants (including guests, tutors, Zoom co-hosts, etc.)...

- ... must discuss the recording and its storage with the participants, and ensure transparency at all times. Options such as audio participation are permitted.
- ... must not allow participants to make their own recordings.
- ... must reject all recording requests made in Zoom.
- ... will store their own recordings locally, upload them to SWITCHdrive or SWITCHtube and make the link available to participants via ADAM, in a workspace that is accessible only to registered course participants.
- ... will adjust the settings in the usual course workspace accordingly, if required.
- ... will ensure, if they adjust the workspace settings, that only course participants are able to access the recordings and will delete any links that do not comply.
- ... will point out to participants that the recordings are for their own personal use only and must not be shared, posted online or used for commercial gain.
- ... must not share recordings of their own teaching sessions if they contain contributions from students. Exceptions may be made only in special cases (e.g. 360-degree feedback for academic teaching courses); even here, recordings may only be shared within ADAM, for example with colleagues. Similarly, recordings of other lecturers must not be shared.

Students...

- ... will be informed by their lecturers, before the first recording takes place, of the various options regarding participation in a recorded event if they do not consent to their contributions being recorded, depending on the system. In Zoom, participants can deactivate their own camera (and microphone, if preferred), participate via Chat – if preferred using initials only (or even a pseudonym if lecturers permit – lecturers must ensure that settings allow participants to change their user names).
- ... will be informed before the start of each recording that the session is being recorded/which parts are being recorded. Zoom users are able to see when recording starts and hear the recording status (pause, stop...). Participation without an image (via audio or only Chat) is permitted.
- ... must not make their own recordings.
- ... must not share the link provided on ADAM and must use it only for the purpose of their own studies. Lecturers will remove links to Zoom meetings from ADAM at the end of the semester.