

Classroom and Event Recording Policy

Effective Date 11 September 2024

CLASS RECORDINGS

This policy applies to recorded teaching sessions and where live lectures or classes are recorded by the Center for Transnational Legal Studies (CTLS) for future student use.

CTLS classes are not recorded by default, however, class sessions may be recorded for the purposes described in this policy.

Class recordings may be available on a limited basis for approved uses.

Notice of, and an opportunity to provide consent to, the class recordings will be provided to all who may be recorded in advance of such a recording.

Students who are given access to class recordings may use them only for personal review of the class session(s) to aid their learning. They are not authorized to copy, download, or share course recordings with others for any reason or in any manner. Unauthorized use of class recordings constitutes a violation of the Student Disciplinary Code.

DATA PROTECTION and UK GDPR RIGHTS

Any teaching sessions or live lectures or classes recorded by CTLS will be recorded in line with the Center's data protection obligations under the UK GDPR and in line with Georgetown University's [Privacy Policy](#).

Students will be informed of rooms and classes where the lecture will be recorded before the start of the lecture, whether by notice in the syllabus, posted notice in the room or screen, oral statement, or otherwise.

DISABILITY ACCOMMODATIONS

In certain circumstances, students may, after appropriate consultation with the CTLS Executive Director, be entitled to an audio recording of a course as a reasonable accommodation of disability under the Americans with Disabilities Act or other applicable law. In the rare circumstances where, after consultation with a professor, it is determined that creation of or access to recordings would constitute a fundamental alteration of the course pedagogy, the accommodation would not be deemed reasonable and no recording would be made.

RECORDABLE SPACES

Although the CTLS default policy is not to record classes, many CTLS classes, activities, and events may nevertheless be video and audio recorded. Such recordings may capture collateral private conversations and behaviour

occurring in recordable spaces, and these recordings may end up being disseminated. Recordable spaces include all classrooms and meeting rooms. From time to time, public events occurring in other spaces may also be recorded; during such events, those spaces also should be considered recordable spaces.

So, for example, a conversation or other behaviour that takes place during scheduled class time or in an event room during a break between sessions may be captured in the recording. Even if the class or event starts a bit late, ends a bit early, or regularly includes break time in the middle, recording equipment will be running for the entire scheduled time. If a special event runs over time, the recording may continue to run. A conversation or other behaviour that takes place in an atrium during a public special event may also be captured.

Please also note that although there are limitations on dissemination of class recordings, dissemination of event recordings may be more widespread. Unfortunately, we lack the ability to review every recording beforehand to make sure that private personal conversations and other private activities have not been captured. Please exercise appropriate caution when conducting private conversations or engaging in other behaviour intended to be private in recordable spaces.

PLEASE NOTE: Your voluntary participation in activities in recordable spaces constitutes waiver of claims that otherwise might be made under applicable law with respect to private conversations and behaviour that happen to be captured and recorded. Unauthorized recordings—including personal recordings made by students in class and the like—do not fall within the scope of consent established by CTLS recording policy.

UNAUTHORIZED RECORDINGS

Students, faculty, staff, and visitors to CTLS are not permitted to make their own audio or video recordings of classes, presentations, office hours, meetings, conversations, or any other events or activities unless expressly authorized by CTLS. This rule includes classes where faculty have chosen to record their classes by video or audio. In addition, students, faculty, staff, and visitors may not use transcription software without express authorization by CTLS.

The making or dissemination of such recordings may also violate federal, state, or other laws, such as UK privacy and related laws, that restrict the involuntary recording of conversations. Individual professors or event leaders typically have the ability to authorize private recordings of their classes or events, but if they do so, they should ensure that all attendees at those classes or events have notice of private recordings that is sufficient to serve as a basis for inferring consent to those recordings. Unauthorized recording constitutes a violation of the Student Disciplinary Code.