RECORDING OF TEACHING POLICY

Version	1.0 for approval
Effective date	On approval
Date for review	November 2027
Policy owner	Chief Executive / Head of Quality
Reference points	Applicable law and BIMM partner requirements
Audience/handling notes	Students and staff; publication as in the policy register
Dissemination and implementation plan	Publish and communicate the approved policy. Train staff, confirm delegated roles and retain earlier versions.
Linked Policies, Procedures and Forms	Student Handbook; Complaints; Safeguarding; relevant NHAM and BIMM procedures
Date approved	Pending approval

1 Purpose and permission

Recording can support accessible learning. It also involves personal information, intellectual property, performers' rights and third-party material. NHAM must explain the purpose and arrangements before recording a session or inviting students to record.

A student seeking a recording as a reasonable adjustment should ask Student Services. Agree the method, permitted use, access, secure storage and any alternative for a sensitive or rights-restricted activity. A general ban on recording must not prevent individual consideration of an adjustment.

2 How recordings are used

An authorised recording is for the student's study or another clearly agreed educational purpose. Students must not publish it, share it outside the authorised group, sell it, use it to harass others or upload it to an unapproved AI or transcription service.

Before NHAM records, inform participants what is captured, who can access it and how long it is retained. Establish a lawful basis and any required rights or permissions. Offer a proportionate alternative where a recording would unnecessarily expose personal disclosures or sensitive material.

Pause or edit recording where necessary to protect confidential disclosures, rights or safety, while

preserving an equivalent accessible learning resource. Access must be through approved controlled storage.

3 Rights concerns and retention

Teaching or assessment use does not automatically grant NHAM a marketing licence. Obtain separate appropriate permission for publicity. Respect student and staff ownership, performer permissions and third-party licences.

Delete recordings according to the stated retention period, subject to a legitimate complaint, appeal or preservation requirement. A student can raise a concern about privacy, accessibility or misuse with Student Services. Investigate fairly under the applicable procedure.

The Academy Manager maintains approved recording arrangements and reviews them annually with the privacy and adjustments leads.