

## Guest Event Recording Consent Form

*This form is to be signed by each person who has agreed to be recorded and filmed as the principal party to, or as part of, an event carried out within the University of Kent. The purpose of this form is to seek consent for the films and/or recordings to be taken and subsequently to be used in a number of media, including the intranet/web by the University of Kent. The University of Kent in turn offers a commitment to only allow said recordings to be used appropriately and sensitively for educational purposes.*

### Guest presenter

I, the undersigned, agree to being recorded in audio/video format by the University of Kent.

I confirm that where material is included in the recording which is the intellectual property, including copyright, of another party, I have either: (a) secured permission to include the materials in my presentation, including permission to record such material<sup>1</sup>, or (b) determined that statutory exceptions (e.g. fair dealing) apply to my use of the third party material (for more information please visit [www.kent.ac.uk/copyright](http://www.kent.ac.uk/copyright)).

I understand that any copyright or other intellectual property which arises in the recording<sup>2</sup> belongs to the University of Kent and that the recording may be used by the University of Kent for any purposes required as per the University's IP Policy<sup>3</sup>. This includes conversion to digital format and storing and publication on the University's virtual learning environment and/or web site.

I grant to The University of Kent a perpetual, worldwide licence to record/film materials created by me that are included within my presentation and make them available for educational purposes. I agree to license all performance rights<sup>4</sup> in the film and/or recordings to the University of Kent on a perpetual, worldwide basis for educational purposes (see guidance note).

I consent to the use of my personal data being processed for the purposes of this recording and subsequent publishing. My personal data will be processed in accordance with the provisions of the data Protection Act 1998.

### General

Copyright restrictions placed on the University of Kent prevent the content being sold or used by way of trade without the express permission of the copyright holder. Images and recordings may not be re-used outside the institution without prior permission from the University of Kent. Personal details of those taking part are never made available to third parties.

Name of event: \_\_\_\_\_ Date of event: \_\_\_\_\_

Your name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Institution/Address: \_\_\_\_\_

Contact email: \_\_\_\_\_ Contact telephone: \_\_\_\_\_

### Guidance Note

It is necessary to license your performance rights to the University in order for the recorded lecture content to be made legally available for educational purposes.

<sup>1</sup> Further guidance on notifying contributors and managing use of third party intellectual property can be found in the accompanying guide: <http://www.kent.ac.uk/elearning/files/kentplayer/kentplayer-copyright.pdf>

<sup>2</sup> As per the Copyright, Designs and Patents Act 1988, (CDPA) [<http://www.legislation.gov.uk/ukpga/1988/48/contents>]

<sup>3</sup> Available on request from [enterprise@kent.ac.uk](mailto:enterprise@kent.ac.uk)

<sup>4</sup> See s.182 CDPA [<http://www.legislation.gov.uk/ukpga/1988/48/section/182>]