



Selwyn College Cambridge

Policy for livestreaming and recording events

1. Context and purpose of policy

- Technology has advanced in recent years to enable wider participation in events through audio-visual recording and streaming of events live over the internet, which means that the whole audience no longer needs to be physically present.
- As a result of the Covid-19 pandemic from 2020, use of such technology has become much more widespread, both as a means of conducting online-only events, and also hybrid events where there are both physical and online attendees.
- Since 2020, the College has acquired audio-visual recording and livestreaming capability in both the Chapel and in the Quarry Whitehouse Auditorium.
- This policy is designed to ensure that the correct balance is struck between the benefits of widening access to and participation in College events, and the appropriate rights for those who attend.
- Whilst this policy initially applies to these venues and their use of recording and livestreaming, it is designed to apply to any other future extension of this capability anywhere in the College.

2. Policy

- Audiences in the Quarry Whitehouse Auditorium and congregations in the Chapel should expect events to be livestreamed and recorded, as well as having a live audience. Notes to this effect should be included in relevant parts of the College website. This does not mean that every event will be livestreamed and recorded.
- Email and paper invitations to and notification of events which will be livestreamed and/or recorded should include a reference to this effect, and that by participating permission is given for wider sharing of the material. This will enable potential attendees to decide in advance whether or not they wish to attend, including parents/guardians of under-18s and/or schools in the case of school-organised visits of under-18s.
- Speakers and performers must be informed before the event if they are to be included as part of a livestream and/or recording.
- Hosts and speakers/participants are expected to adhere to relevant laws and College policies during such events (as they would be with a live audience only).
- It will be the responsibility of the host and/or speakers and participants to ensure that all copyright and licensing laws and regulations are adhered to.

- It would be good practice for hosts in the Quarry Whitehouse Auditorium and the presiding member of the clergy in the Chapel to indicate to those present that the event is being livestreamed and/or recorded, wherever possible.
- It would also be good practice to include a reference to the fact that the event is being livestreamed and/or recorded in any meeting programme cards, presentation materials or (in the Chapel) service sheets, wherever possible.
- It is understood that the host may switch off microphones and cameras if the event is compromised in terms of adherence to legal requirements, College policies or copyright infringements.

3. Policy review

This policy will be reviewed by Council initially after one year, and thereafter every three years.

Approved by Council – 25th January 2022