# Guest Event Recording Agreement Form

By signing this form I, the undersigned guest presenter, agree to allow Canterbury Christ Church University (CCCU) to record my presentation for the event stated. I grant CCCU licence to the performance rights of this recording for the purposes stated below. Where there are any materials created by me included within my presentation, I grant CCCU the licence to make these available through the recordings for the purposes stated below.

I confirm that where my presentation includes materials for which the intellectual property rights, including copyright, are owned by another party, I have either (a) secured permission to include the materials in my presentation, including permission to record such materials; or (b) determined that statutory exceptions (e.g. fair dealing) apply to my use of the materials.

I understand that any copyright or other intellectual property regarding the recording belongs to CCCU.

I agree to the use of my personal data being processed in accordance with data protection law for the purposes of this recording and subsequent publishing.

I understand that the recording will be retained for the period defined below and will then be deleted.

Any queries, including withdrawal of agreement, should be addressed to the CCCU contact named below, and to [recap@canterbury.ac.uk](mailto:recap@canterbury.ac.uk)

To be completed by CCCU Staff

CCCU Staff Contact Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Event \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Event \_\_\_\_/\_\_\_\_/\_\_\_\_\_\_\_\_

**Purpose (select all that apply)**□ Standard Lecture – state Module/Programme(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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□ Institution-level access  
□ Public access  
□ Other – Please state \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Retention Period**

□ Standard retention period (current academic year, plus following academic year)  
□ Perpetual retention (recording will be kept indefinitely and will not be deleted)

□ Other retention period – Please specify date for deletion \_\_\_\_/\_\_\_\_/\_\_\_\_\_\_\_\_

To be completed by guest presenter

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature

# Notes for the CCCU Staff Contact

This form should be initially completed by you, then sent to the guest presenter to complete their section, including signing, and returned to you prior to the event.

Event name

This should be just the title of the presentation (if a standard lecture) or the name of the event at which the presenter will be speaking followed by the title of the presentation.

Purpose

If the recording is being made for a taught module or programme, please indicate which module(s) and/or programme(s) are included. Only the named modules/programmes can be given access to the recording.  
If you select “Institution-level access” you are stating that the recording can be made available to anyone within CCCU.   
If you select “Public access” you are stating that the recording can be made publicly available.   
If you wish the recording to be made available to a different group, please select “Other” and state who should be able to access it (if you are unclear please email [recap@canterbury.ac.uk](mailto:recap@canterbury.ac.uk) for advice).   
Please make sure you select all appropriate options.

Retention Period

You must state how long the recording will be retained. All standard taught content should be retained for the standard retention period, unless there is specific reason to remove the recording sooner.  
If the recording is kept for the standard retention period, it will be deleted as part of the University’s standard housekeeping processes.  
If an alternative date for deletion is selected, it is the responsibility of the CCCU Staff Contact to make sure the recording is deleted on the date specified.

Should you later wish to use the recording for a purpose not stated on the form, you will need to fill out another copy of the form with the additional uses and have the presenter sign that in addition to the existing agreement.

Please keep a copy of this completed form for the duration of the retention period (the current academic year plus the following academic year). Once the recording has been deleted, you may recycle this form.