

Royal Holloway Lecture recording take down policy

We reserve the right to take down all or any portion of a lecture recording for any of the following reasons:

1. To manage the use of disk space
2. Upon receipt of a complaint or discovery that a recording violates copyright law, the recording in question will be taken down until the matter is resolved.
3. The instructor, sponsoring department or its parent entity requests that a recording be taken down.
4. For privacy and administrative concerns.

Procedure:

Upon request IT Services will take down the recording in question and will notify the recording owner.

The recording owner can also take down the recording.

Notification:

To request removal of a recording send an email to the [IT Service Desk](#) indicating the course code and the full name of the recording.