



Recording Policy 2024-2025

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3. POLICY

3.1.



6. HOSTING OF RECORDINGS

6.1.

Environment (VLE) Moodle.

6.2. In some circumstances recordings may also be captured in other software and subsequently hosted directly via this software or via Panopto.

6.3. Recordings will be kept live for 18 months on Panopto storage. After this, if they have not been viewed, they will be archived for three and a half years. If after this time they have remained un-viewed they will be deleted (5 years since last viewed). When a recording is viewed it returns to live status.

6.4. A student or lecturer may request that the Module Organiser make the recording



7.



