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Zoom Recording Disclaimer and Consent

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A. Overview

When in a Zoom meeting, attendees can be prompted to provide their consent to be recorded in a meeting or a webinar. If the recording disclaimer is enabled, attendees will receive a notification when a recording starts or if they join a session that is already being recorded. The attendee can either consent to stay in the session or leave.

After the session has concluded, a report listing the attendees who provided consent can be generated, which can then be accessed by instructors.

If classes are being recorded, instructors are advised to notify participants before recording. While Zoom will automatically provide notification to participants, it is best that instructors themselves also verbalize that notification.

In this tip sheet, you will find information on setup Zoom recording disclaimer and how to handle possible scenarios in which students accept or reject permitting to record.

Note: This feature is only available on Zoom client with the following versions or later:

> 4.4.52532.0413 (Windows);
> 4.4.52551.0414 (MacOS);
> 4.4.52555.0414 (Android);
> 2.8.182821.0412 (Linux);
> 4.4.52549.0413 (IOS).

## B. Setting up Zoom Recording Disclaimer

Bellow, you will find the instructions for enabling the recording disclaimer in Zoom. There are instructions for enabling the disclaimer for all users, groups, and your use as an individual.

Note: Enabling the recording disclaimer applies to local and cloud recordings.

1. Sign in to the Zoom web portal.
2. In the navigation panel, click Settings. Then, click the **Recording** tab.
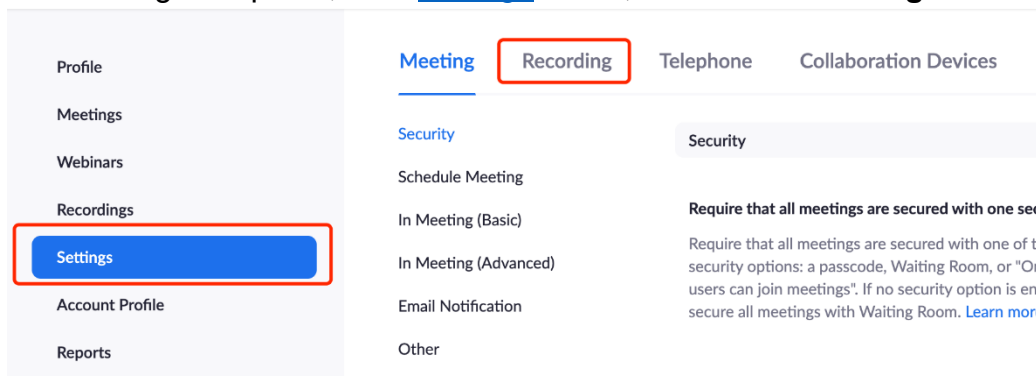
3. Verify that **Recording Disclaimer** is enabled. If the setting is disabled, click the toggle to enable it. If a verification dialogue displays, click **Turn On** to verify the change.
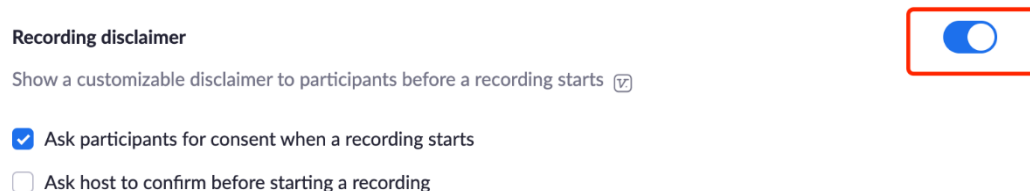
    a) There are two options: "Ask participants for consent when a recording starts", and "Ask the host to confirm before starting a recording". It's recommended to check both options.

Note: If the option of **Recording Disclaimer** is grayed out, it has been locked at either the group or account level. You need to contact your Zoom admin.

C. Providing Consent as an Attendee

Once attendees have joined your Zoom meeting, the following message will appear, notifying them that the meeting is being recorded during the session.

Here attendees will either have the option to accept that the meeting is being recorded by clicking the blue "continue" button, or to leave the meeting to avoid being recorded.
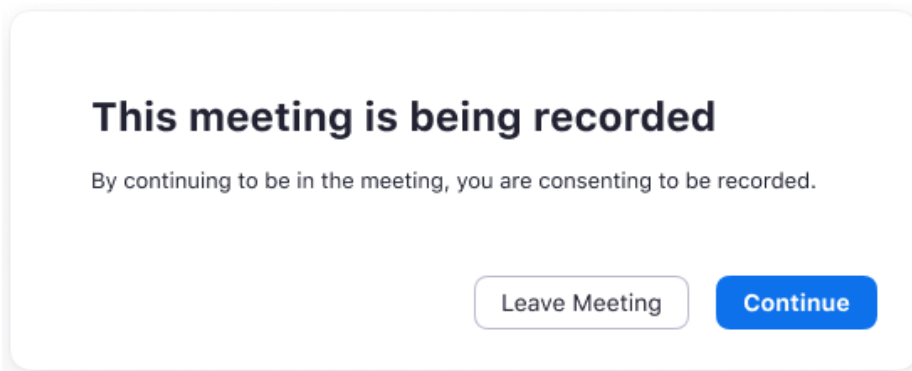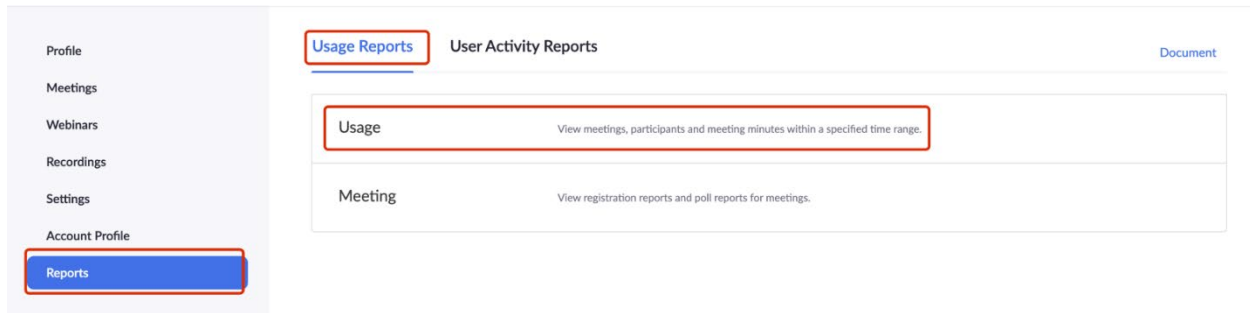

D. Viewing Reports on Attendee Consent

Once the meeting has concluded, you will be able to access data on attendee consent in the Zoom web portal.

In order to access this data, the steps are as follows:

1. Sign in to the Zoom web portal.
2. Click **Reports**.
3. Click the **Usage** or **Active Host** report. This will vary based on your account access.

4. Once you input criteria to generate a meeting list, click the number in the participants column to generate a detailed report. Here you will see a section for recording consent in the window that is displayed.

E. Scenarios

1. *Student Joins Zoom and Provides Consent*

Once the recording notification button appears on the screen, students are presented with only two options. The first option is to consent to the meeting being recorded where every student clicks "continue" and agrees to be in a recorded Zoom meeting. This is the most likely scenario.

It is essential that Instructors remember their responsibility to verbalize to students that the meeting will be recorded, where it will be shared, and who will have access to the recording.

2. *Student Joins Zoom and Does Not Provide Consent*

As a student cannot reject allowing the meeting to be recorded and remain in the meeting, the second option involves leaving the meeting altogether.

In order to overcome the issue of students rejecting the notification to be recorded, instructors have a few alternatives.

a) Depending on the course requirements, instructors can make it clear ahead of time to students that while the lecture is being recorded, they have no obligation to speak or turn their cameras on. Instructors could also advise students to change their display name and picture on Zoom to something that does not reveal their identity. Instructors may also consider these measures adequate to protect privacy and thus may choose to make attending live Zoom lectures mandatory, with recordings being available for later reference only.

If recordings become too much of a privacy concern for both instructors and students during synchronous class sessions (such as class discussions or presentations), instructors are permitted to decide to not record meetings at all. If an instructor chooses to exercise this option, however, it is important to make this clear to students at the beginning of the semester.

b) Alternatively, instructors can choose to pause recordings during activities where students may need to turn on their cameras and microphones to protect the privacy of students. Recording can then be resumed after the activity, and once students are advised that recording will commence again. It is important to note that Zoom does not allow for easily editing out sections of recordings in the middle of a video, and that if and instructor forgets to stop recording at one of these moments, they will have to use video-editing software such as Camtasia to edit the recordings in post-production.
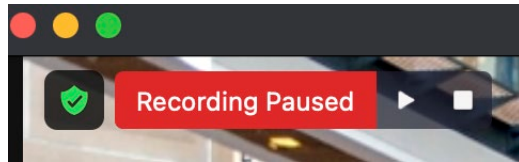
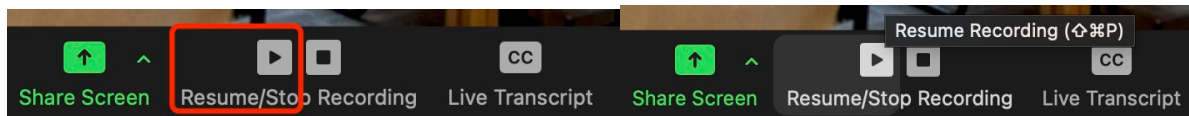a. **To pause the recording,** Click the **Pause** button (or use shortcut Alt + P)
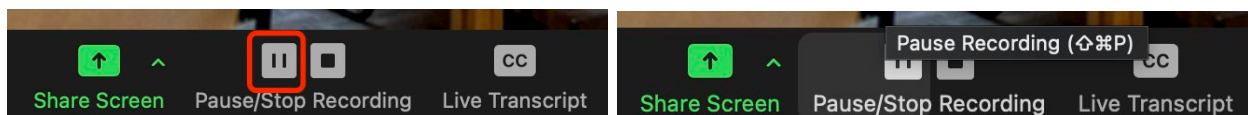
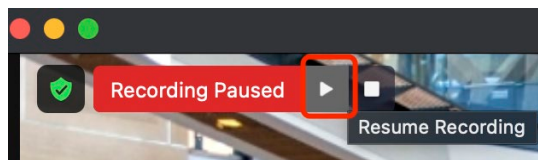b. The recording can also be stopped or paused by clicking the indicator in the top left corner.
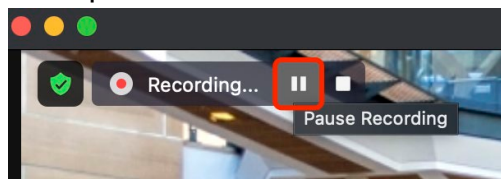
c. When a recording is paused, the following indicator will be displayed in the meeting.

d. To **resume the recording**, click **Resume Recording** at the bottom

e. The recording can also be resumed by clicking the indicator in the top left corner.

3. *Sharing the lecture recording outside of class*

If an instructor wishes to share a class recording outside of the course or would like to reuse the recording in a different term of the same course, the instructor is required to obtain consent first or edit out all parts in which student participation was recorded.

It is necessary to obtain written consent from all students whose personal information, identity, or image appears in the recorded lecture. After obtaining consent, the instructor is required to keep the consent forms in a safe location for as long as the recording is in use or available outside of the course that it was initially produced for. Please refer to the TLS Copyright & Consent forms webpage for the university guidelines, consent form template and a few examples.