


MEMORANDUM

To: Chairs and Academic Directors

Cc: Chairs and Academic Directors' Assistants

From: Mary T. Silcox, Acting Vice-Principal Academic & Dean 

Date: 2 July 2020

Re: **Privacy and Online Lecture Content**

Further to the recent conversation at CAD about privacy and online lecture content, enclosed you will find language from the Provost's Office and the University's FIPPA Office that can be used on syllabi. Please share this information with faculty as they are preparing their courses for the fall and winter, as well as with instructors teaching in the summer "S" term.

Questions about this, should be directed to Vice Dean Larson at vdundergrad.utscc@utoronto.ca

The goals of the statements are to:

- a) Notify students that their participation in an online course will be recorded.
- b) To provide options for faculty to inform students of appropriate use for course materials.

FIPPA language:

Option 1: Notice of video recording and sharing (Download and re-use prohibited)

This course, including your participation, will be recorded on video and will be available to students in the course for viewing remotely and after each session.

Course videos and materials belong to your instructor, the University, and/or other sources depending on the specific facts of each situation, and are protected by copyright. Do not download, copy, or share any course or student materials or videos without the explicit permission of the instructor.

For questions about recording and use of videos in which you appear please contact your instructor.

Option 2: Notice of video recording and sharing (Download permissible; re-use prohibited)

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