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**Guidance for Schools and Colleges on the use of video content produced by the Schools and Colleges Engagement Team**

**Copyright Notice for inclusion in the Conduct Agreement**

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**Usage guidelines**

We are very keen to ensure the online safety and respect the wishes of our members of staff.  Ensuring 100% control over the use of any video material that is created and shared with schools and college (or partners in this case) is paramount.  We request that you at all times respect that: -

* it is a requirement that any material must be used/stored and accessed in a way that it can easily and securely removed/deleted and will leave no trace of any personal information, specifically pertaining to Sheffield Hallam employees, following its use
* it must only be used for the purpose for which it was created
* it should not be stored on school/college/third party platforms which makes it accessible to students/members of the public/third parties without the prior consent of SHU staff
* the videos and video links should not be shared with students or other third parties outside those groups or individual students and teachers with whom the link was originally shared with or created for
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**Data Collection**

*Our University has a commitment to working with local schools and colleges to support progression and widen participation into higher education, and we work to improve our activities for the benefit of our local communities.*

*To make sure the activities we provide are useful and effective, we need to gather certain information, which we use purely for research and evaluation purposes.*

*Under data protection law we are able to process this data because it is necessary for a task carried out in the public interest.*

*When we deliver activity at your school/college we provide processes to gather the information from your students (both electronically or via hard copy) and we would be really grateful with your help and support during this process.  For further information, please speak to your activity co-ordinator or see our*[*website*](https://shu.ac.uk/outreach-data)*.*