Kaltura at Camosun College: Terms of Use

Kaltura is a cloud-based web application that facilitates the creation, editing, management, and sharing of media (audio and video) files. All Camosun College faculty, students, staff, and guests who choose to use Camosun's implementation of Kaltura are subject to these terms of use.

Type and Ownership of Content Placed on Kaltura

Content creator(s) who place media on Camosun's Kaltura platform are responsible for the content of their videos. This includes ensuring that the content is in compliance with applicable Canadian copyright laws or Fair Dealing, and [Camosun copyright guidelines](). Media placed by content creators on Kaltura must be in compliance with the academic or administrative policies of the college, including Camosun's [Acceptable Technology Use Policy]() and [Standards of Conduct Policy]().

Ownership and responsibility for the content on Camosun's Kaltura rests solely with the content creator who created and/or placed the content on the Kaltura platform.

Managing Media

The Kaltura system allows content creators to create, upload, control access and delete their own media without staff intervention. Content creators are only able to manage their own media (this includes deleting media). In the event a content creator deletes her media, it will not be retrievable.

Data Retention and Storage

Media stored on Camosun's Kaltura is housed at on servers at the University of British Columbia. ***Content creators are expected to retain original source files on their own devices as their backup***. Media stored on the Camosun Kaltura platform that has not been accessed within 24 months will be flagged as inactive. Media not accessed within 48 months will be **permanently deleted**. It is the responsibility of the content creator to confirm that their content is still in use by viewing their content at least once every 24 months.

Security and Privacy

Access to the Kaltura platform requires Camosun credentials. Kaltura can be used to provide controlled access to media (for example, to students registered in a class, or to individuals through public access). Content creators are responsible for ensuring that appropriate access is enabled for their media. The Kaltura platform is a cloud-based service and should **not** be used under any circumstances for media or content that contains private information. Refer to the [Camosun College Protection of Privacy Policy]() for guidance relating to what constitutes private information.