Terms and Conditions – Camtasia & Snagit

Who may use the software?

Licences are for use by teaching staff of the University of Manchester only. This includes PGR students who are supporting teaching activity. The licence agreement does **not** allow for students to use this software (other than PGR students supporting teaching).

Where can the software be used?

This software may be used only in the UK.

For what purposes may the software be used?

This software may be used only to support:

a) the development of teaching materials at the University of Manchester for the delivery to students or other staff;

b) personal educational development.

The software may **not** be used for research, consultancy or services leading to commercial exploitation of the software.

Registering with the University to obtain the licence key

A licence key code is required to activate the software after installation. For new installs, you will initially be offered a 7-day trial period after which the software will be disabled until a valid licence key is entered. The licence key to activate the software will have been shared with you when you registered with the University to use the software. This licence key is intended to be used only by you.

You **must not** share these licence keys with colleagues. All users must register via the request form so we can monitor licence numbers and contact people in the event of licencing changes or the availability of new software versions.

Your personal data

Collection of data by the University

Your first names, last name, University email address, Faculty/Division and computer OS type are requested when requesting the licence key. This information is recorded and stored by the University of Manchester to allow us to:

a) record and monitor the number of licences issued to unique users;
b) measure which areas (Faculty/Division) the software is being used in and how, so that we may better target Teaching & Learning resources;
c) provide targeted support to users should information about software issues need to be disseminated;
d) contact all users should our licencing arrangements undergo any changes, for example, a change to the licence key or about new versions of the software.

No personal data collected when you register for a licence is passed to TechSmith.

The University's privacy notices are here: https://www.manchester.ac.uk/discover/privacy-information/data-protection/privacy-notices

Collection of data by TechSmith

To ensure licence compliance and fraud and piracy prevention. TechSmith collects limited system information about your installation via a "call-home" system including your machine's IP address, computer and session ID, and information about the Software license key(s) installed.

See section 4.1 of TechSmith's EULA for more information.

Registering with TechSmith

You do not have to register with TechSmith in order to use Camtasia. Doing so will give you access to a limited number of further services and access to a library of assets (themes, intros, outros, motion graphics, etc). However, if you choose to register with TechSmith they will ask you to provide your email address and a password. Please **do not** re-use your University password when creating your TechSmith account. You do not need to add any further personal information to your profile to use their services and assets.

Operating your software: data protection, information security, copyright, freedom of information and data-retention considerations

TechSmith's software enables you to create, edit and distribute a wide range of digital media files including photos and videos. The Camtasia software includes a number of different mechanisms to share video you have captured with popular cloud based video hosting sites including YouTube, Vimeo and Screencast.com.

It is strongly recommended that you upload video content to the University's in-house Video Portal service at https://video.manchester.ac.uk rather than using external cloud-based services. Doing so will allow you to exercise more control over privacy of your video content and allow you to automatically generate subtitles to meet our legal accessibility requirements.

In all cases you must ensure you operate your software to:

- comply with data protection legislation [GDPR];
- comply with copyright laws;
- enable to University to meet its obligations under the Freedom of Information Act;
- comply with University policy on the handling of restricted or highly restricted data;
- comply with University data-retention and other policies.

You may find the following links helpful:

- The University's information security classification, ownership and secure information handling standard operating procedure:
  https://documents.manchester.ac.uk/DocuInfo.aspx?DocID=29971
- The University Information Governance Office web page on sharing and storing information:
  https://www.staffnet.manchester.ac.uk/igo/how/sharing-and-storing-information/

Reinstallation

You may deactivate and uninstall the software from your computer in order to reinstall and activate the software on another computer. Do not wipe a machine without first deactivating and uninstalling the software or the licence will not be returned to the free pool for re-use.

Deactivate on Windows

If you are running Camtasia/Snagit on Windows and are connected to the Internet, you should uninstall Camtasia/Snagit to deactivate the license so it can be used again as per the information here:

Deactivating and uninstalling Camtasia:

> https://support.techsmith.com/hc/en-us/articles/203730438-Camtasia-Windows-How-to-Uninstall-Camtasia-Studio

Deactivating and uninstalling Snagit:

> https://support.techsmith.com/hc/en-us/articles/203731068

Deactivate on Mac

If you are running Camtasia or Snagit on Mac and are connected to the Internet, complete the following steps to deactivate your license:

Deactivating and uninstalling Camtasia:

1. Select **Camtasia** > **Manage License**
2. Click **Deactivate License.**
3. Uninstall Camtasia by following the instructions at:
   https://support.techsmith.com/hc/en-us/articles/203727688-Camtasia-Mac-Uninstall-Camtasia-for-Mac

Deactivating and uninstalling Snagit:

1. Select **Snagit 2021** > **Manage License**
2. Click **Deactivate License.**
3. Uninstall Snagit by following the instructions at:
   https://support.techsmith.com/hc/en-us/articles/203732388

TechSmith End User Licence Agreement (EULA)

By using TechSmith Camtasia, you agree to abide by the terms and conditions as per the TechSmith's EULA. For the purposes of this understanding this EULA, the University of Manchester has entered into a "multi-user licencing agreement". Please see https://www.techsmith.com/camtasia-eula.html.

Document control

Document control box	
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Equality impact outcome	
Related Statutes, Ordinances, General Regulations	
Related Policies:	
Related Procedures:	
Related Guidance:	TBC
Related information:	
Guidelines owner:	Mrs Alexandra Nutter
Lead contact:	Mrs Alexandra Nutter