



Policy on Audio/Video Recording, Monitoring & Photography

Approved by: Ocean Partnership for Children Board of Trustees

Effective Date: March 15, 2023

Purpose:

Unauthorized electronic surveillance is inconsistent with the respectful treatment of staff and persons served. It is the purpose of this policy to establish Ocean Partnership for Children (OPC)'s requirements as it pertains to audio and visual recording and monitoring of meetings and photography. This policy applies to internal, individual personnel meetings as well as meetings that occur in the community with youth/families and/or community partners. The policy and subsequent procedures seek to safeguard sensitive information from accidental disclosure, ensure that access to recordings is appropriately limited, and that required authorizations are obtained.

This policy DOES NOT apply to agency sponsored meetings, events, or activities that are recorded for the purposes of agency operations (i.e., Staff meetings, agency sponsored events, staff development programming, etc.).

Definitions:

Audio Monitoring - For the purposes of this policy, "audio monitoring" refers to monitoring an individual's voice using video cameras, cellular telephones, tape recorders, wearable technology, or any other technologies capable of capturing audio or transmitting sound for monitoring purposes.

Audio Recording – For the purposes of this policy, “audio recording” refers to the capture and storage of the individual’s voice or sounds using any capable technology (e.g., video cameras, cellular telephones, tape recorders, wearable technology).

Video Monitoring – For the purposes of this policy, “video monitoring” refers to monitoring an individual or transmitting PHI (Protected Health Information) as defined by HIPAA laws. Protected Health Information is any information in the record that can be used to identify an individual and that was created, used, or disclosed in the course of providing care. Examples include a diagnosis, treatment, billing information, etc.

Video monitoring also includes the youth’s likeness using technologies capable of transmitting a video (e.g., video cameras, cellular telephones, tape recorders, wearable technology) regardless of whether the transmission is recorded.

Video Recording – For the purposes of this policy, “video recording” refers to the capture and storage of the youth’s likeness using video technologies (e.g., video cameras, cellular telephones, tape recorders, wearable technology).

Photography – For the purposes of this policy, “photography” refers to the capture and storage of a photograph. This includes still photos, ‘live’ photos, photos captured within an application (i.e., Snapchat) or any other type of picture taken by a device.

Policy:

No individual involved with Ocean Partnership for Children may record a conversation or meeting without full knowledge and consent of all parties present.

Recordings are permitted by way of audio and/or video monitoring/recording in appropriate circumstances, as permitted by applicable law, regulations, and guidance, provided all of the following criteria are met:

1. There is a legitimate purpose for the recording.
2. The recording device is in plain view.
3. Written authorization has been obtained from ALL parties.

If a request to record/monitor a conversation is made, OPC’s ‘Procedures for Audio/Video Recording, Monitoring, & Photography’ must be followed.

Photographs may not be taken without consent of all parties included in the photograph. If a request to photograph an individual is made, OPC’s Procedures for Audio/Video Recording, Monitoring & Photography must be followed.”

If anyone revokes authorization to record at any time, the recording will be stopped, and no portion of the recording will be utilized.

A violation of this policy by an individual may result in immediate transition from Ocean Partnership for Children’s services, immediate termination of a Memorandum of Understanding, and/or disciplinary action, including termination of employment.

The mission of Ocean Partnership for Children (OPC) is to enhance the well-being of youth and their families through natural and community supports.