



Recording of Meetings Policy (Electronic Devices)

Intent

Town of Thorsby has adopted this policy with the understanding that any individual who is present in a meeting has the right to non-consent to a tape recording of the meeting.

As such, any individual who wishes to electronically record the contents of a meeting must have the consent of all parties present before undertaking the recording.

Town of Thorsby is committed to protecting the privacy and rights of all members present in any meetings at the behest of Town of Thorsby.

This policy excludes a "public meeting" where there is an expectation of public disclosure.

Definitions

For the purposes of this policy, a meeting can be defined as, but is not limited to, a meeting of two (2) or more employees, an employee and manager conversation and/or employees together with either community members or parents. A "Public Meeting" means any meeting which is held in a public place or to which the public or any section of the public have access (i.e. whether in-person, Zoom meetings otherwise);

The following are examples of electronic recording devices: cellular telephones, digital recording devices (audio and video), digital cameras, stand-alone video cameras, laptops, internet accessible webcams, and software designed to monitor or be activated by voice command.

Guidelines

- Permission must be granted from all parties present in the meeting prior to any electronic recordings occurring. This includes any areas where a person has a reasonable expectation of privacy such as restrooms, private offices, labs, changing rooms, conference rooms and classrooms.
- Verbal consent is permitted for any recordings of a meeting to be used for personal use. However, written permission must be obtained from the parties as well as Town of Thorsby if the intent is to publicize the information.
- If consent is not obtained, any electronic recording of the meeting is specifically prohibited and the employee responsible may be subject to disciplinary measures.
- Parties are not permitted to distribute or publish the electronic contents of the meeting without the written consent of Town of Thorsby as any recordings are the intellectual property of Town of Thorsby. This includes any transmission to the internet.

Confidentiality

Access to Town of Thorsby electronic records shall be limited to authorized personnel only, and information maintained within the records shall be maintained as confidential, unless otherwise required by law.

These electronic recordings will be destroyed in a confidential manner once they are no longer needed and/or the appropriate holding period has passed.

Town of Thorsby will abide by all applicable privacy legislation in the administration of this policy.

Acknowledgement and Agreement

I, _____ (Name), acknowledge that I have read and understand the Recording of Meetings Policy (Electronic Devices) of Town of Thorsby.

Further, I agree to adhere to this policy and will ensure that employees working under my direction adhere to this policy.

I understand that if I violate the rules/procedures outlined in this policy, I may face disciplinary action, up to and including termination of employment.

Name: _____

Signature: _____

Date: _____

Witness: _____