

## RECORDING ON ZOOM—draft policy of the RC Community

Recordings of Zoom events (theory, demonstrations, panels) can be very useful in sharing our work widely. However, it is important that we minimize breaches of privacy while we are recording. Workshop and other online event organizers are asked to take the following safeguards in recording an RC event on Zoom.

1. The person recording should be careful to capture only the workshop leader/speaker by using the “Pin” function. Don’t record in Gallery View. Don’t record introductions, appreciations, or farewells.
2. You may record to the cloud or locally. The quality is better when you record to the cloud. There are security issues whether you record locally or to the cloud. If you record to the cloud, please remove recordings from the cloud as soon as possible after the workshop, and within 30 days at the latest. If you are using an RC account, we delete recordings 30 days after the event.
3. Once people are in the Zoom meeting, people who are concerned with privacy should change their screen name to be their first name only or an alias. They may want to turn off their camera.
4. The leader or organizer should tell the participants:
  - We are audio and video recording the event using the Zoom app.
  - The recordings may be posted to one of the RC websites, on RC social media, or shared with an RC Community.
  - No one is obligated to appear or speak in the recordings.
  - They can turn off video and participate using their first name only or an alias, if they choose.
  - If they choose to participate in an identifiable way, they are authorizing the use of the recording as you have described it.
  - It is possible that the video (as with anything appearing on the internet) could be used for purposes not authorized by or under the control of the RC Community.
  - It is possible for participants in a Zoom conference to record the conference themselves.
5. Before we use a recording we will get written consent from anyone who is video recorded in a demonstration of counseling, but not if they are just asking a question or their face or name appears on the screen.
6. Workshop organizers should include the following paragraphs in the acceptance letter emailed to all workshop participants.
  - We may be audio and video recording the event using the Zoom app.
  - The recordings may be posted to one of the RC websites, or on RC social media, or shared with an RC Community.
  - You have no obligation to appear or speak in the recordings.
  - You can turn off video and participate using first name only or an alias, if you choose.
  - If you choose to participate in an identifiable way, you are authorizing the use of the recording by the RC Community.
7. Anyone recording a workshop personally may use it only for your personal use, not to be shared with others without the consent of the leader.

Thank you!