

POLICY ON RECORDINGS

It is expected that Yale community members will engage openly and forthrightly with other community members in the workplace and in educational settings. To this end, the purpose of this policy is to prohibit surreptitious recording and to create standards regarding the recording of participants in classes, university-related meetings, or university events. The policy is intended to foster a spirit of trust and promote the open exchange of viewpoints and ideas within the university community. As used in this policy, “recording” refers to the use of any audio or visual recording device with respect to another person in any format or medium (for example, in-person, telephone, or videoconference).

PERMITTED RECORDINGS

The university’s authorized personnel may make recordings of university activities in furtherance of the academic and operational needs of the university. The university’s Office of Public Affairs and Communication may also authorize members of the media to record certain university events. Recording at large public events, such as commencement or sporting events, where it is customary for attendees to take photos and videos, is allowed for personal use. Other recordings are subject to the following restrictions and requirements.

RECORDINGS PERMITTED SUBJECT TO RESTRICTIONS

Classes Faculty members may record class and practice sessions after providing notice to students in advance (for example, by notice on the syllabus, on Canvas, or at the first lecture). Students may not record course content, such as lectures, discussions, presentations, critiques, or performances, without advance written permission from the instructor or, in the case of a request for a reasonable accommodation for a disability, from Student Accessibility Services. If permission is granted, the recording must not be shared beyond the class members without the written consent of all participants who were recorded.

Meetings Except as authorized by university personnel, participants in meetings in the course of employment or curricular or extracurricular activities may not record such meetings without the permission of all participants or, in the case of a request for a reasonable accommodation for a disability, from the Office of Institutional Equity and Accessibility or Student Accessibility Services. If permission is granted, the recording must not be shared beyond the meeting participants without the written consent of all participants who were recorded.

University Events For university events open to Yale community members or to the public, such as lectures or performances, the event sponsor should inform attendees before the event if the event is being recorded. Event sponsors also are responsible for informing attendees whether individual recording by attendees is prohibited.

PROHIBITION ON SURREPTITIOUS RECORDINGS

Yale community members may not make surreptitious recordings of participants in classes, university-related meetings, or university events. Recording devices may

be used only in an overt and conspicuous manner so that it is readily apparent to all participants that a recording is being made.