

## Operations Policy

# Zoom Recording Policy and Procedures

In some specific instances, the ability to record and share a Zoom meeting or event can be a useful tool for group/activity/event leaders. However, the privacy and safety of our community members are a top priority, so Zoom meetings or events hosted in one of our UUAA rooms will not automatically be recorded.

## Requesting Recording

Generally, Zoom recordings are large files that take up a lot of storage and are cumbersome to share. Therefore, most meetings are better served by taking written notes and sharing with the group. However, if a meeting or event leader would still like to record, they should send an email to the Rev. Cassandra Hartley at: [cassandra@uuaa.org](mailto:cassandra@uuaa.org) with a brief explanation of what is being recorded, why, and where it will be distributed. If permission is granted, Rev. Cassandra will reply back to that effect and copy the Room Team so they can enable recording.

## Recording Procedures

Once a leader has been granted permission to become a host and record, they should adhere to the following procedures:

- The host may not share the host key with anyone else in order to maintain the safety and security of our Zoom rooms.
- All recordings are saved locally, so the file will be saved to the host's personal computer. The Room Team will only save recordings for memorials, Adult SGD classes, and all-congregation events.
- The host should not begin recording until after personal check-ins, if there are any.
- As soon as recording begins, the host should ask for verbal confirmation from all participants that they consent to recording. If anyone declines, the host must stop recording at that point.

**These policies are subject to change without notice. Changes in policy must be approved by the Senior Minister or their designee.**

Revision History		
DATE	DESCRIPTION OF REVISION	REVISED BY
December 5, 2020	Created policy	Rev. C. Hartley