

TRS Activity Recording Policy

Temple Rodef Shalom (“TRS”) has determined that it may be appropriate to record some of the many Zoom-type programs, services, meetings, and other gatherings (“activities”) for later use such as sharing with members who are unable to attend a program(s). It may also use these recordings to complement TRS security procedures by recording or capturing the images of program participants.

This policy will apply to all TRS programming activities organized by Staff/Clergy and Lay Leaders and recorded on TRS operated streaming and conferencing platforms.

In order to respect the privacy of our members’ and guests’ identities, comments and thoughts shared with the community, and the materials of our speakers, TRS will take the following steps with recorded activities:

Participants and speakers will be informed that the activity may be recorded.

- Registration materials will include a notice if the event may be recorded.
- Efforts will be made to inform all participants during the program that a recording is in progress. A standard audio/video notice will play at the beginning of programs informing participants that it is being recorded.
- Prior to a recorded event, TRS will secure written permission from all relevant participants including event presenters, panelists, and moderators/hosts to record, use their likeness and materials. The consents may be in the form of an email, pdf with electronic signatures, included in booking forms, or as otherwise permitted by law.
- Before turning on the recording at an activity, the moderator/host will remind attendees that the event will be recorded and identify that the attendee can stay anonymous during the recording. The host/moderator will take action to notify attendees when the recording is active and inactive.

Activity organizers will plan for a recorded activity:

- During the planning process of any program at TRS, all requests for activities are required to inform the appropriate TRS staff/Committee Liaison whether the recording of the program is planned. The request for the recording of a program must be made during the booking process.
- TRS will use all appropriate technical settings available to exclude all muted attendees during the program recording process. Visual recording should be focused, when possible, only on presenters, panelists, moderators/hosts, and materials.
- If a presenter, panelist, or moderator/host does not consent to being recorded or withdraws consent prior to recording, the activity will not be recorded for public distribution.
- Committee leadership is responsible for ensuring that programs comply with this recording policy. Committee liaisons will provide instructions to Committee leadership that assist them in complying with this policy.

Temple Rodef Shalom will take steps to manage the recordings:

- Distribution of the activity recordings are limited to members of the TRS Community or the speaker and facilitator. Recordings should not be shared beyond the intended recipient. Recordings should not be downloadable for reproduction in any way.
- The link to Zoom event recordings will automatically expire after a pre-determined time.
- Recorded events will be reviewed to ensure compliance to the policy. Events that do not comply with this policy may be restricted or removed from circulation until they adhere to all aspects of the policy.
- Certain programs or materials (chat, speaker materials, or presentations TRS does not have permission to share) may not be suitable for recording at all or may require editing in order to be shared with the TRS community. If editing is needed, additional expenses may be incurred.

Please contact your Committee Liaison for more information.

Committees may develop customized procedures that adapt this policy for their events. All those customized procedures should be developed in collaboration with the Committee Liaison and the Director of Membership Engagement before recordings can be made or shared. Any and all changes must be approved before taking effect.