Recordings of Audio and Videoconferences related to the administration of University programs and activities in order to carry out services and functions are considered University information to the same extent as information in other media such as emails. Employees are responsible for the information that they record.

Recordings management

- If an audio or videoconference is recorded and considered as university information, the unit that initiated the meeting has the responsibility to save the recording in an official repository (Ex. shared drive or Docushare.) See the *What to keep best practice* to determine if the recording is University Information.
- If the audio or videoconference is recorded and minutes or transcripts are created to document the event, save the minutes or transcripts in an official repository (Ex. shared drive or Docushare) and dispose of the recording. See the *What can I delete best practice* to learn more about duplicates.
- If decisions were made or follow-up actions are necessary, it is recommended that these be documented in another format (Ex. minutes, memo or an email).

Access to information and protection of privacy

- Before recording an audio or video conference, make sure that all participants are aware:
    - o that the interaction is being recorded,
    - o of the purpose of the recording,
    - o and how long the recording will be retained, or when the recording will be disposed of.
- The *Freedom of Information and Protection of Privacy Act* (FIPPA) applies to all information types and employees must search all information under their control, including recordings of audio or videoconferences. Once an access to information request is received, it is a criminal offence to erase a recording. Contact aipo@uottawa.ca if you have any questions.

    The same applies to information identified or affected by a legal proceeding.

Appropriate and Professional use

- Be professional when using the audio or videoconferencing function. When participating in a videoconference, present yourself in a professional manner as you would if you were meeting face to face. This can include ensuring that your desk is cleared of all clutter and/or documents that are not relevant to the videoconference.

TIP:

Use the "Start video with blur" tool in Teams to ensure that your workspace and surroundings are not inadvertently captured in the video.

- Avoid inappropriate conversations – use business-like language. Ensure all your conversations are informative and courteous. Audio and videoconferencing is a business communication and must be treated with the same amount of professionalism.

- Be mindful of your environment if you are participating in a videoconference from your home or in a public setting. If the room has windows looking out onto other work areas, ensure video cameras are not positioned where they could inadvertently film sensitive documents or computer screens on surrounding desks, or microphones pick up sensitive conversations taking place nearby.

- Review all recordings before making them available to ensure that no confidential, personal, or irrelevant information was accidently captured.

Mobile device

- When connecting to a videoconference off campus be mindful of unsecure Wi-Fi and use a Virtual Private Network (VPN). Consult the Best-Practice on Working Outside of the University for more information.