



Policy 9001 Recording Policy

Responsible Office	Office of the Provost	Originally Issued	1/8/2024
Responsible Official	Provost	Revision Date	1/8/2024

Policy Sections

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Scope

This policy applies to all Yale faculty members, staff, students, trainees, contractors, and invited guests (Yale community members).

Policy Statement

To prohibit surreptitious recording of participants in Yale classes, University-related meetings, or University events, and to create standards regarding the recording of participants in such classes, meetings, or events. 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,¹ or videoconference).

Reason for the Policy

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.

Policy Sections

9001.1 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 (see [Filming at Yale](#)). 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.

9001.2 Recordings Permitted Subject to Restrictions

A. 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.

B. 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.

C. 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.

9001.3 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.

Notes

1. See Connecticut General Statute 52-270d regarding telephone conversations:

(a) No person shall use any instrument, device or equipment to record an oral private telephonic communication unless the use of such instrument, device or equipment (1) is preceded by consent of all parties to the communication and such prior consent either is obtained in writing or is part of, and obtained at the start of, the recording, or (2) is preceded by verbal notification which is recorded at the beginning and is part of the communication by the recording party, or (3) is accompanied by an automatic tone warning device which automatically produces a distinct signal that is repeated at intervals of approximately fifteen seconds during the communication while such instrument, device or equipment is in use.

Contact Information

Please direct questions regarding this policy to the following offices:

- **Staff-related matters:** Human Resources – Andrea Terrillion, Senior Director, Professionalism and Leadership: andrea.terrillion@yale.edu
- **Faculty and instructional matters:** Office of the Provost – Karen Anderson, Associate Provost for Academic Resources & Faculty Development: karen.anderson@yale.edu
- **Student matters:** Office of the Secretary and Vice President for University Life – Pilar Montalvo, Assistant Vice President for University Life: pilar.montalvo@yale.edu

Related Information

[Filming at Yale](#)

Revision History

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