

THE READING HOSPITAL SCHOOL OF HEALTH SCIENCES POLICY NO. 150

SUBJECT: Photography, Video and Audio Recording of Students

Responsibility of: TRSHS Program Directors
Revised: November, 2010 Reviewed: 2011

Purpose

To assist students who desire to not participate in school-related video and audio recordings. TRSHS will attempt to avoid photographing and audio recording of individuals who have requested to not be included in recordings.

Procedure

At various times throughout the year The School of Health Sciences participates in the development of various marketing, promotional and educational materials which may require photography, video, or audio recording of the school and students. In addition, students sometimes request to record classroom lectures for study purposes.

Students who desire to not be photographed and/or recorded, are required to make their wishes known by contacting the Program Director in writing at the beginning of each semester to request that they not be included in any photographs or recordings. Program Directors will acknowledge receipt of a student request via a reply e-mail to the student. Failure to receive a reply message from the Director should prompt the requesting student to send another written notification and seek written verification from the Director that the request was received. It is also required that students who wish to not be recorded notify the faculty and staff directly involved at the time of the recording of the video or audio production.

Students who do not want to be recorded may be required to do alternate assignments if the recording fulfills any graded or non-graded classroom or clinical component of the course. (Example: recording of student performing skill in simulation lab used for educational purposes).

Students are not permitted to record school-related activities (including classroom lectures) unless they have secured the permission of all involved faculty/staff and notified all involved students that they intend to record the session or event.

Due to strict privacy laws, audio/video recordings and photography of patients or patient-care activities in clinical settings are not permitted (see TRHMC or clinical setting organizational policies).