



# Policy on Recording Communications



In providing services to your family, PCE receives sensitive and confidential information, including health information about your youth. In addition, PCE receives sensitive and private information about your family members as well.

Photographic, video and audio recordings have the potential to violate the privacy of your youth and family and interfere with the services provided by PCE. For the protection and privacy of your youth and your family, to ensure the ability to have open communications among your youth, family, and PCE staff, and to ensure compliance with privacy laws and regulations, it is PCE's policy to prohibit recordings of any kind during meetings.

This policy applies regardless of the setting of the meeting or interaction, whether in-person or through remote telecommunications, such as telephone or video conferencing. During telephone or video conferencing "do not record" settings must be enabled or otherwise blocked to prevent recording.

I/We agree to adhere to the following restrictions:

1. No youth or family member (or invited guest) is permitted to make recordings of any type of youth/family meetings, group meetings, individual meetings, or other interactions between youths/families and PCE staff.
2. No PCE staff member, no matter what position held, is permitted to make recordings of any type of youth/family meetings, group meetings, individual meetings, or other interactions between youths/families and PCE staff.
3. Meeting attendees must not have recording devices in their possession or use in youth/family meetings, group meetings, individual meetings, or other interactions between youths/families and PCE staff. Any such devices must be turned off, locked, or otherwise secured.
4. Exceptions to this policy may be made only by executive leadership of PCE. Exceptions will typically be made only in the following circumstances:
  - a. To photograph a youth for PCE recordkeeping, identification, or treatment/care coordination purposes.
  - b. To document abuse or neglect.
  - c. For safety or security of youths, family members, PCE staff or visitors.
  - d. For PCE internal quality improvement, educational or teaching purposes.
  - e. For marketing purposes.
  - f. Other exceptions as determined by the Executive Director.
5. When applicable (including any recordings for marketing purposes), written authorization will be obtained from the youth/family prior to recording.