



## Unauthorized Recording

### No. 5.2

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**Policy Owner**  
Board of Trustees

**Policy Administrator:**  
HR and ITS

**Affected Parties:**  
Undergraduate  
Graduate  
Faculty  
Staff

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I Statement and Purpose

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## I Policy Statement and Purpose

Lander University prohibits the unauthorized or secret recording of its employees on the Lander University Campus. For the purposes of this policy, “recording” is defined as the use of any device to capture images or voices by any means (whether in person, by telephone, or by videoconferencing, screen shots, or click-to-chat) or the verbatim transcription of a conversation.

### A. No University employee may record another University employee unless all of the following criteria have been met:

1. A legitimate purpose for the recording has been given and accepted prior to initiating the recording.
2. The recording device is in plain view of the person being recorded from the beginning to the end of the recording process.
3. The employee who wishes to record another employee has received prior written authorization from his or her supervisor to record the other employee.

### B. Secret recordings that do not meet these three criteria are strictly prohibited. A violation of this provision may result in disciplinary action, up to and including termination.

The transmission or publication of an unauthorized recording is also prohibited. Transmission or publication via the internet, social media, electronic communication, or in print or hard copy, or via any other medium is included within this prohibition. Authorized recordings made when reasonable expectations of privacy exist may not be transmitted, as defined above, without the express permission of the other party or parties who were recorded.