



Subject:	Meeting Recordings
Standards Number:	111
Effective Date:	October 14, 2024
Revised Date:	December 12, 2024
Responsible Authority:	Information Security Office
Pages:	3

APPLICABILITY: This standard applies to all members of the University of Central Florida (UCF) community who use university information technology resources.

DEFINITIONS:

Non-Public University Meeting. Meeting, activity, or event held to conduct university business and/or held on university premises or using university resources that is not required to be open to the public under Chapter 286, Florida Statutes. University meetings include any in-person or virtual gathering, phone call, or communications by other electronic means involving two or more individuals where at least one individual is an employee or other individual acting on behalf of the university in conducting the meeting, activity, or event.

Artificial Intelligence. Computer systems able to perform tasks that normally require human intelligence, such as visual perception, speech recognition, decision-making, and translation between languages.

Class Lectures. A class lecture is defined as a formal or methodical oral presentation as part of a university course intended to present information or teach enrolled students about a particular subject. A class lecture will occur most often in a course identified by the university as a lecture type course, whether online or in-person, as opposed to a lab course or a course section identified as a discussion section.

Recording. Video recordings, audio recordings and transcriptions.

Recorder. The individual who initiates the recording and maintains the recording for the required period of retention after the meeting.

STANDARDS STATEMENT:

Because of privacy, compliance, and legal considerations, the university prohibits the use of its electronic services, equipment, and systems, or any other service such as artificial intelligence to record non-public university meetings, activities, and events except when the recording is necessary to facilitate university operations and serve institutional needs.

STANDARDS:

1. Prior to initiating a recording, the recorder will evaluate the need for recording the meeting.
2. If recording of the meeting, activity, or event is required for institutional needs:
 - a. The recorder will inform those in the meeting that a recording will take place and the business reasons.
 - b. Upon completion of the meeting, the recorder will maintain the recordings in accordance with Florida records retention laws.

Examples	Recording Permitted
Training and presentations provided to university faculty and staff that require later viewing for those who cannot be in attendance.	YES
When authorized as a university-approved accommodation for a documented disability;	YES
Meetings, including Faculty meetings, which the university has traditionally recorded for its historical records including those that are required to be public;	YES
When recording of interviews or hearings are an established part of university disciplinary proceedings, or when a university official overseeing investigatory or other hearings or interviews authorizes the use of a recording in connection with investigations, hearings, interviews or reviews.	YES
When specifically required by law	YES
When the head of a department, committee or other university unit grants prior approval of the recording of an activity restricted to that unit in order to ensure that the information is available to members who may not be able to participate at the time of the activity	YES
For convenience	NO
Performance Reviews	NO
Brainstorming Sessions	NO
Sensitive or confidential discussions	NO

RECORDINGS NOT COVERED BY THIS STANDARD:

This standard does not apply to Class Lectures or other recordings made for didactic or student evaluation purposes as part of a course.

FURTHER GUIDANCE:

In all other circumstances, the person seeking to record should first determine appropriate retention and storage for the recording or consult with the Office of the General Counsel in advance of any recording. In addition, before initiating the recording of any meeting, activity, or event, participants must be given notice of the recording. Activities and events that occur in a public setting, such as outdoors, do not raise the same privacy concern and no notice of recording would be required, but

individuals seeking to record such activities and events are still required to determine appropriate retention and storage for the recording. The unauthorized recording of a meeting, activity, or event and/or distribution of that recording is a violation of university policy and may result in disciplinary action.

RELATED DOCUMENTS:

4-002.6 Use of Information Technologies and Resources
 Florida Statutes section 1004.097 - Free expression on campus
 Florida Statutes section 934.03 - Interception and disclosure of wire, oral, or electronic communications prohibited.
 Florida Statutes Chapter 119
[House Bill 233 FAQ • Office of Student Involvement • UCF](#)

CONTACTS:

Information Security Office	infosec@ucf.edu https://infosec.ucf.edu
Security Incident Response Team (SIRT)	sirt@ucf.edu https://infosec.ucf.edu/incident-response/
Identity Access Management (IAM)	iam@ucf.edu https://infosec.ucf.edu/iam
Research Cyber Risk Management (RCRM)	ResearchCyberRisk@ucf.edu https://rcrm.infosec.ucf.edu
UCF IT Support Center	itsupport@ucf.edu (407) 823-5117 https://ucf.service-now.com/ucfit

Revision Date	Summary of Change
12/02/2024	Updated definition for Non-Public University Meeting to include activities and events and updated Examples section for clarity. Included activities and events in the Further Guidance section. Adjusted formatting.

INITIATING OFFICE: Information Security Office

<p>STANDARDS APPROVAL (For use by the Information Security Office)</p> <p>Standards Number: 111</p> <p>Initiating Office: Information Security Office</p> <p>Interim Chief Information Security Officer: <i>Tammie McClellan</i></p> <p>Signature: _____ Date: <u>12/12/2024</u></p>
--