



Human Resource Policy Manual

Subject: Audio - Visual Policy

HR Policy: 300

Effective Date: 05/01/05

Revision: 0

Revision Date:

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Board of Directors Approval: 03/12/05

MSHS Policy Council Approval: 04/02/05

This Policy has been drafted as a guideline for our employees. Final interpretation of the items discussed will be governed by the applicable procedure statements and the Human Resources Department. It shall not be construed to form a contract between our employees and the operating units of Texas Migrant Council, Inc. Texas Migrant Council, Inc., reserves the right to alter, rescind, or change any part or section of this Policy unilaterally and without prior notice.

1.0 PURPOSE

This policy defines the guidelines to be used in the audio and/or visual recording of employees, clients, candidates, or customers.

2.0 SCOPE

This policy applies to all audio and/or visual recording of employees, clients, customers, candidates for employment, parents, etc. of or by Texas Migrant Council, Inc., at all facilities and at all locations.

3.0 POLICY

- 3.1** Texas Migrant Council, Inc., recognizes that in continued pursuit of its mission it may be beneficial to make motion pictures videotapes, photographs, and/or audio recordings of employees, clients, customers, etc.
- 3.2** Texas Migrant Council, Inc., respects the privacy of everyone it employs and serves. The audio or video recording of employees or clients is strictly forbidden, unless prior written permission is obtained on an Audiovisual Consent Form from the legal guardian, client or employee. Clients are not required to give this consent as a condition for receiving services
- 3.3** An employee or client will never be audio or videotaped without their knowledge. After consent is given, it may be revoked at any time. Clients may request that the records or tapes be erased at any time. The records or tapes will not be used for any other purpose than what is specified.
- 3.4** Under no circumstances should audio or visual recordings be conducted in secrecy without the knowledge of all parties concerned.