

# Guidelines on Audio/Video Recording (including photos) and Consent Forms for Release

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## **1. Purpose**

The purpose of this document is to provide guidelines on the recording and release of audio and video by the organizer of a speech contest, workshop, or other educational events held within District 76 (hereinafter, "D76") in order to 1) promote Toastmasters members to learn and benefit as much as possible from such events; and 2) ensure that the privacy of each individual being recorded is respected and protected, thus making them feel more comfortable about agreeing with the organizer's intended recording and release of their audio and/or video.

## **2. Scope of application**

These Guidelines shall apply to speech contests, workshops, and other educational events, as well as to publicity activities, organized or conducted under the responsibility of D76. Events held under the responsibility of D76 as mentioned above, also include those organized at Area and Division levels.

## **3. Responsibility for audio/video recording(including photos)**

1. The organizer of each event shall assume initial responsibility for audio/video recording done during the event.
2. The organizer, as mentioned above, means an event representative responsible for coordinating and organizing an event (Contest Chair, in the case of speech contests).
3. The organizer shall retain the consent forms collected from all individuals to be recorded during the five (5)-month release period, and, upon completion of the release period, shall hand over the recorded audio/video media, together with existing consent forms, to the D76 Program Quality Director.
4. After the 5-month release period, and upon such handover of audio/video recordings, and related consent forms, the duty for keeping these items shall be shifted from the organizer to the Program Quality Director.

## **4. Editing of recorded audio/video Media**

The editing of recorded audio/video shall be implemented by a person(s) appointed by the organizer.

## **5. Points to confirm with individuals who are to be recorded**

When obtaining their consent forms, the organizer shall inform all individuals who are to be recorded, of the following details of audio/video recording and release.

<b>Purpose of audio/video recording and release</b>	To utilize recorded audio/video as: <ol style="list-style-type: none"> <li>1. Educational materials to advance the learning of D76 Toastmasters members'.</li> <li>2. As publicity materials for Toastmasters.</li> </ol>
<b>Consent for audio/video recording</b>	<ol style="list-style-type: none"> <li>A) The organizer shall obtain prior written consent for audio/video recording (consent forms) from individuals who are likely to become the subject of audio/video recording (e.g. contestants, MC, interviewers,) during any event.</li> <li>B) In the case of an educational event where it is not certain who will be recorded (e.g. those who will ask or answer questions during the event), or any other situations where it is difficult to obtain consent from individuals to be recorded prior to the event, the organizer shall obtain consent after the event or, if consent cannot be obtained, shall delete the recording of applicable individuals when editing the recorded audio/video media before its release.</li> <li>C) To avoid erroneous operations of a recording device(s) used in an event, the device(s) shall be kept activated throughout the duration of the event with no stoppage, so as to record all people appearing in the event. The organizer must, therefore, ensure under his/her responsibility that the recording of all individuals from whom consent for audio/video recording cannot be obtained will be deleted during the editing of the recorded audio/video, and, when the deletion of their recordings has been completed, shall notify them to that effect.</li> </ol>

<b>Release period</b>	Within five (5) months after the date of release in cases when recorded audio/video is used as educational materials (purpose 1. above). When recorded audio/video is used for other purposes, a release period shall be determined separately.
<b>Scope of release</b>	Recorded audio/video, when used as educational materials (purpose 1. above), shall be released only within D76.
<b>Release method</b>	The release method shall be according to a., b. or c. below or any combination thereof. The Program Quality Director or the organizer, shall choose the release method in consideration of the current technological and security trends. <ul style="list-style-type: none"> <li>a. Made available for viewing on a member-only page of the D76 website requiring login</li> <li>b. Online audio/video sharing services</li> <li>c. E-mail to President and VPE of each Toastmasters Club with a link to recorded audio/video</li> </ul>
<b>Issuance of prohibition notice</b>	The prohibition notice comprising following I., II., and III. shall be informed to D76 Toastmasters members when audio/video recordings are released: <ul style="list-style-type: none"> <li>I. Any link to audio/video recordings may not be created on websites of third parties other than D76, nor may the audio/video recordings be shared with or publicized, distributed, or forwarded to other individuals.</li> <li>II. Audio/video recordings may not be posted on any social media including personal websites and Facebook pages.</li> <li>III. Audio/video recordings may not be downloaded without permission.</li> </ul>
<b>Consent for release</b>	Using the consent forms, written consent for audio/video recordings and their release shall be obtained in advance from each individual to be recorded..

The privacy of each individual to be recorded shall be protected in accordance with the above guidelines, and, should any unexpected contingency occur, the Program Quality Director, the organizer, and an individual(s) in question shall cooperate with each other and deal with the matter promptly and in good faith.

## Audio/Video Recording (including photos) Consent Form (1) (Consent Prior to the Event)

I hereby read and understood the Guidelines on Audio/Video Recording and Release for D76 Toastmasters.

With regard to the audio/video recordings (including photos) of \_\_\_\_\_ :

- 1) I herewith give consent.
- 2) I do not give my personal consent. I would like all my audio/video recordings of my participation at this event to be deleted and desire to receive notification of the completion of deletion.

Name	
Club	
E-mail	
Date	
Signature	

## Audio/Video (including photos) Release Form (2)

I hereby read the Guidelines on Audio/Video Recording and Release for D76 Toastmasters and have understood the purpose of this release of the audio/video recordings, the specified length within five (5) months, the scope of release, and release method.

The audio/video recordings(including photos) of \_\_\_\_\_ :

(Choose the purpose)

Check	Purpose
<input type="checkbox"/>	<b>Purpose 1:</b> Used to share the recordings of the event among D76 Toastmasters members as educational materials to promote their learning
<input type="checkbox"/>	<b>Purpose 2:</b> Used in an event(s) aimed at conducting publicity for Toastmasters and acquiring new members

Release period: from \_\_\_\_\_ to \_\_\_\_\_

With regard to the release of these audio/video recordings (including photos):

- 1) I herewith give my personal consent.
- 2) I do not give my personal consent.

Name	
Club	
E-mail	
Date	
Signature	

## Audio/Video Reuse Consent Form (3)

I hereby read the Guidelines on Audio/Video Recording and Release for D76 Toastmasters.

I was also given an explanation about the following conditions from the organizer and understood them.

1. Person responsible for planning the reuse of the audio/video recordings:
2. Event and date at which the audio/videos were recorded:
3. Purpose for the reuse of these audio/video recordings:
4. Release method:
5. Scope of release:
6. Release period:
7. Management of the audio/video recordings after their proposed release period:

I have checked the audio/video recording(s) of \_\_\_\_\_ and with regard to its/there release for the period: from \_\_\_\_\_ to \_\_\_\_\_

1) I herewith give my personal consent.

2) I do not give my personal consent.

Name	
Club	
E-mail	
Date	
Signature	