



## Lake Washington PTSA Council 2.8 Video Recording and Retention Policy

1. Any Lake Washington PTSA (LWPTSA) Council video recording may be hosted for up to 30 days. *For a recording to be considered for extended hosting, this must be included in the event's Committee Plan Of Action document and approved by the LWPTSA Council board in advance of the event.*
2. All events and video recordings shall be hosted by Council or an affiliated PTA and not on private individuals' hard drives or storage. The exception is any event co-hosted or video co-created with a named Council partner such as Lake Washington School District, Lake Washington Schools Foundation, etc. Any other exception must be approved by the board in advance of the event.
3. Consent must be obtained for all parties in any recording per Washington state privacy law (RCW 9.73.030). *Most video conferencing tools have a verbal and/or visual recording reminder that serves as consent, as long as the announcement is included in the recording—but as a best practice, event hosts should also verbally announce when recording starts.*
4. For videos and recordings that will be hosted longer than 30 days, as pre-approved by the LWPTSA Council board, signed media releases must be obtained for all presenters or contributors in advance of the event. The release should include recording distribution methods and expected retention time.
5. Permission must be obtained in advance of the event for any third-party audio or video to be included in the event recording. *Specifically, copyrighted material shall not be used without permission.*
6. All Council-hosted recordings shall be evaluated by the board on an annual basis for continued retention.
7. All Council-hosted recordings shall include a disclaimer at the beginning or end (pre-roll or credits screen). *Specifically, unless otherwise noted, use the [Creative Commons Attribution-NonCommercial-NoDerivs license](#) which allows others to share the video but not to use it for commercial purposes or to remix, transform, or build upon the work.*



### **Example Disclaimer**

*This recording is provided as a community service in accordance with Washington state law under RCW 9.73.030 and PTA policies and guidelines. This work is licensed under a Creative Commons Attribution-NonCommercial-NoDerivatives 4.0 International License.*

### **Example Disclaimer for Candidate Events/Forums**

*This recording is provided as a community service in accordance with Washington state law under RCW 9.73.030 and PTA policies and guidelines. This video is copyright © [YEAR] by Lake Washington PTSA Council 2.8. All rights are reserved. This recording may NOT be redistributed, altered, or used in whole or in part as campaign material of any kind by anyone.*

### **Example From 2015 Candidate Forum Video**

*This recording is provided as a community service and is intended only for educational purposes in accordance with Washington State law under RCW 9.73.030 and PTA policies and guidelines. The candidates and participants have provided their consent, as required under this Washington state law, to be recorded and have only consented that the Lake Washington PTSA Council may post this recording on their website. This recording may NOT be redistributed, altered, or used in whole or in part as campaign material of any kind by anyone. Thank you for cooperating with these requirements under Washington state law and in accordance with PTA recommended policies and guidelines.*