



## PEI Public Service Commission Virtual Learning:

### Guidance for Engagement, Recordings, Records Information Management and Privacy

The Public Service Commission is excited to announce that it has transitioned most of its learning and development that is offered to employees to virtual delivery because of the pandemic and in order to adhere to the public health recommendations from the Chief Public Health Office for the fiscal year of 2020-2021.

#### Engagement

In order to actively participate in sessions that are delivered virtually, employees are encouraged to ensure they have a microphone and camera and to have the ability to turn both of these devices on during a session. Sometimes the facilitator may “mute” everyone in order to reduce background noise, but employees may be asked to contribute a thought or a question. Some people may be connecting in areas where the video impacts the bandwidth and it may help if you turn off your camera; however, many facilitators would prefer to see them in their session and may ask them to turn it on a certain points in their session. If you have questions about equipment, contact your department’s IT consultant.

#### Recording Sessions

Ultimately, the decision to record a session rests with the facilitator. Many of our externally hired facilitators may choose not to record a session because of their livelihood (\$). In addition, many of PSC’s learning sessions are hosted by internal subject matter experts to government. Some internal SMEs may choose to record the session depending on their plans for future use, and how interactive it is. If the session is to be disseminated or re-broadcast more widely (than the participants in the workshop), consent from the participants is required if the recordings will be publicly available or if they are used for any purpose other than that for which they were obtained or compiled. The facilitator should make a verbal announcement that the recording is starting.

#### Sample recording statement:

*Virtual meetings and workshops, including your participation (audio, video, and chat text), may be recorded on video and be available only to course participants for remote viewing and review. Course videos and materials belong to Government of PEI. Do not record, copy, or share any workshop videos or materials without the explicit written permission of the facilitator.*

#### Sample verbal announcement:

*This session will be recorded for learning purposes for members of this workshop. For the best user experience, you should mute your microphone and if bandwidth is an issue, turn off your video. Please do not record, copy or share this recording without my permission.*

#### Records Information Management: Use, Storage and Disposal

- Recordings may only be used for the purpose for which they were obtained or compiled;
- The URL for a recorded meeting should be available only to authorized participants who have been directly provided the link, along with instructions for its use;
- Participants should be informed that they are not permitted to disclose the recording to anyone else without prior permission from the facilitator;
- All recordings must be stored in a secure location and in accordance with GPEI’s RIM policies and procedures;
- Recordings must be securely disposed of when they are no longer needed in accordance with GPEI’s retention policies/ retention schedules;
- Contact your Departmental RIM Coordinator if you have any questions regarding your records management responsibilities.

#### Privacy

From a privacy perspective, if employees are participating in a learning session from home, they should set up their computer in an area with a neutral background as their camera will not only capture their image but their background as well. Employees are encouraged to protect their own privacy by removing personal (any items that may reveal details about themselves that they don’t want known to strangers – e.g. religious objects, family photographs, personal items, home address, or valuables), private or copyright information that may be visible in your recording space and subject to inadvertent recording; and use appropriate conduct while an activity is being recorded.

