



**Policy Title:** **Unauthorized Audio/Video Recording Policy**  
**Applicability:** **College-wide**  
**Oversight Department:** **Offices of Human Resources & Division of Student Affairs**  
**Effective Adoption Date:** **November 1, 2025**

## **I. Purpose**

Providence College is committed to fostering a Beloved Community - one rooted in mutual respect, trust, and the dignity of every individual. In alignment with this commitment, the College strives to maintain an educational and work environment where open dialogue, collegiality, and the free exchange of ideas are encouraged. The purpose of this Unauthorized Audio/Video Recording Policy (“Policy”) is to safeguard these values by addressing the potential chilling effect that may arise when individuals fear that conversations or meetings are being secretly recorded without the informed consent of all participants. This Policy seeks to balance the legitimate uses of audio and visual recordings with essential considerations such as legal compliance, privacy, and the protection of intellectual property. While recordings can serve important academic and professional functions, unauthorized recordings undermine trust, inhibit candid dialogue, and disrupt the deliberative processes that are vital to community flourishing. Such practices also conflict with the principles articulated in the Student, Faculty, and Staff Handbooks.

## **II. Scope**

This Policy applies to all Providence College employees and students as well as third parties who participate in, or are in attendance at, College sponsored events or activities.

This Policy *does not apply* to:

- A faculty member’s right to record his/her class (with appropriate notification to students, for example, with a notation on the course syllabus) or a student’s authorization to record a class by permission of the faculty member or pursuant to an approved academic accommodation through the Student Success Center – Accessibility Services.
- Recording by the sponsor of official Providence College proceedings, conferences, or other events hosted by Providence College or event sponsors. Consent to the recording by attendees is not required in this context. As a courtesy, the College or event sponsor will generally provide notice to attendees that the event will be recorded (whether via oral announcement, notification via signage or in a program brochure, or notice of recording when utilizing a video conferencing platform).
- Recording others for one’s private use: 1) in open common areas and spaces typically understood as places where members of the community can gather together in groups;

and/or, 2) at events where the general public or entire campus community is invited, such as athletic events, performances and presentations, forums and guest lectures, and ceremonial events such as convocation and commencement. In instances of those public events where individual recording or photography is prohibited or restricted, an announcement should be made prior to the start of the event. Those situated in such open campus spaces or attending public events should be aware that they may be recorded.

- Law enforcement or student or employee misconduct investigations or hearings in which law enforcement personnel or College authorized officials make a recording for investigative purposes or as part of an adjudication process. All participants will be informed that such will be recorded.
- Recording for research purposes, which are subject to the requirements, approval, and consent in accordance with College research protocols.
- Surveillance cameras/equipment placed on campus by authorized College personnel to prevent or deter crimes and protect public safety and College property.

### **III. Policy**

Recording via audio and/or video of conversations, phone calls, gatherings, or meetings at the College or on property owned, managed or controlled by the College, as well as meetings and discussions between and among students, faculty, and staff, regardless of location, with any recording device (including but not limited to a cellular telephone, digital recording device, digital camera, etc.) without the consent of all participants is prohibited.<sup>1</sup> Likewise, College community members are prohibited from arranging for others to record such conversations or meetings. It is also a violation to knowingly share, transmit or publish recordings made without the prior consent of all participants. Where the requisite consent has been obtained to the recording, the recording device must be in plain view of all parties present or, when a video conferencing platform is used, clear notice that a recording is in process.

### **IV. Reporting & Violations**

Suspected violations should be reported to the Office of Community Standards (for students) or the Office of Human Resources (for employees). Violation of this Policy may result in disciplinary action including, but not limited to, suspension or dismissal for students or termination of employment for employees.

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<sup>1</sup> Please note that this prohibition differs from federal and Rhode Island criminal statutes, which generally permit recordings without the consent of all parties.