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Resource **Mary Roxer: Vice President Total Rewards and HR Operations**  
Policy Area **Human Resources**  
Applicability **Valley Health System - System Wide**

## Photographing Video/Tape Recording, HR 514

### PURPOSE:

The purpose of this policy is to protect all employees photographed or recorded by anyone affiliated with Valley Health Systems (VHS), patients or visitors without their knowledge and consent.

### POLICY:

- A. In cases where recording is a routine aspect of doing business and is communicated in-writing to employees.
- B. When recording is implemented by management for security, potential litigation or investigative purposes.
- C. Any management audio or visual recording or photographing for security, potential litigation or investigative purposes must be approved in advance through the Senior Vice President/Chief Human Resource Officer and the Vice President, Quality, Safety and Risk Management or their designees.
- D. Any other recording or photographing of anyone employed with VHS by another person employed with VHS must be done with the consent of all parties and, in such circumstances, employees have the right to refuse being recorded or photographed.
- E. Should an unauthorized attempt be made to photograph or record an employee during work by a patient or visitor, the employee may refuse to participate. If the other party does not respect the refusal, the employee should immediately call for his/her supervisor or department manager.
- F. Security or the Administrator-On-Call should be called if the offending party does not comply with instructions from management to cease photographing or recording the employee.

Security Officers will follow the trespasser guidelines when dealing with visitors who do not comply with the request to not photograph or record employees. If the patient is the offending party, the physician and Administrator-on-Call should be consulted. In no case should treatment be withheld from the patient.

## All Revision Dates

09/2019, 02/2016, 04/2011, 04/2007, 04/1999, 11/1998

## Approval Signatures

Step Description	Approver	Date
	Mark Merrill: PRESIDENT VHS	09/2019
	Elizabeth Savage: SVP/CHRO and VP Community Health & Wellness	09/2019
	Mary Roxer: VHS Director, Total Rewards & HR Compliance	09/2019

