

OCHSNER CLINICAL SCHOOL POLICY	Policy #: OCS 100.09 <i>Related Policy – HR.100.09</i>
Title: Audio Recording	Effective Date: 1/1/10

Purpose

The purpose of this policy is to avoid any limitations on the expression of views that may exist when one person is concerned that his/her conversation with another is being secretly recorded. This concern can inhibit spontaneous and honest dialogue, especially when sensitive or confidential matters are being discussed.

II. Scope

This policy applies to all UQ Ochsner Clinical School students.

III. Policy Statements

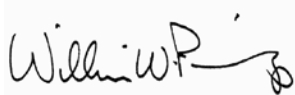
Students may not use tape recorders or other recording devices to document or capture the conversation of other individuals without the specific preauthorization of his/her department manager or director. This does not include the preapproved recording of sanctioned department meetings or operations by the Safety and Security Department.

IV. Enforcement and Exceptions

- A. Conversations may be recorded if all parties to that conversation give their consent to be recorded.
- B. Recordings may take place in compliance with the Workplace Searches and Monitoring policy. (OCS 100.12)
- C. Violation of this policy will result in the appropriate level corrective action.

APPROVALS

SIGNATURES:



Professor William W. Pinsky
Head, Ochsner Clinical School
Executive Vice President /Chief Academic Officer