



## Videoconference Recording Policy

The First Nations Telehealth Network offers the ability to securely record sessions. Sessions are only recorded with the expressed permission of the presenter and/or the presenting organization. Although the ability exists to record sessions, only open or invite education sessions, presented by the First Nations Telehealth Network and/or FNIHB, have the ability to access this feature. Clinical and administrative sessions will not be recorded.

### Videoconference Recording Procedure

Any education session, with a recording request, is clearly identified using multiple platforms and methods.

1. On the Telehealth Portal ([www.firstnationsth.ca](http://www.firstnationsth.ca)) education sessions that will be recorded are marked with a red recording symbol
2. At the start of the education session, a recorded message advises those connected that the recording has begun
3. In addition to this, the presenter also reads an advisory informing participants that the session is being recorded and will subsequently be posted on the Telehealth Portal
  - a. The presenter is to read the following, *"This session is being recorded and will be posted on the publically accessible Telehealth Portal at firstnationsth.ca"*
  - b. Failure to read the above statement at the start of the session will result in the session NOT being posted to the Telehealth Portal
4. Throughout the session, a visual indication of recording is present on the screen

### Videoconference Editing Procedure

All recorded sessions are first edited by the First Nations Telehealth Network prior to posting on the firstnationsth.ca portal. "Editing" of the session includes,

1. Addition of the title card and end card
2. Removal of background noise
3. Addition of PowerPoints/videos referenced in the recording
4. Removal of interruptions during the presentation
5. Removal of unrelated questions during the question period at the end

Only upon request, the edited version is sent to presenter for approval. If there is no request for prior approval, the session is posted to the firstnationsth.ca.

### Firstnationsth.ca Videoconference Recordings

Recordings posted to the firstnationsth.ca portal remain until a written request is received by the presenter or the presenting organization. The written request is to be sent to the First Nations Telehealth Network scheduling email address at [vchelp@firstnationsth.ca](mailto:vchelp@firstnationsth.ca).

Once a request is received for a video to be removed, the video is removed within 5 business days and an email confirming its removal is sent to the requestor.



## Telehealth Speaker Series Disclaimer

The First Nations Telehealth Network serves in the role of connecting educational providers to audiences at First Nations Health Centres on reserve in Alberta and beyond. The content and views presented are those of the presenter and as such the following disclaimer applies,

“The information and views presented here do not necessarily reflect the views and opinions of the First Nations Telehealth Network and Technical Services Advisory Group Inc. (TSAG). The information, views and opinions presented are those of the presenter in this session. Any requests for clarification can be forwarded to the First Nations Telehealth Network.”

The above disclaimer is to be placed on the First Nations Telehealth Network Portal ([www.firstnationsth.ca](http://www.firstnationsth.ca)) and in a slide at the end of the recordings posted to further solidify the position of the First Nations Telehealth Network and TSAG.