



CENTRAL CAROLINA COMMUNITY COLLEGE POLICY & PROCEDURE MANUAL

Human Resources Section

Procedure 3.3.3.2 - Recording Conversations & Other Interactions

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I. OVERVIEW

The College values a respectful and professional learning and working environment. While North Carolina law permits audio recordings with the consent of one party (N.C.G.S. § 15A-287), the College has established a stricter internal standard to protect privacy, confidentiality, and trust among students, faculty, and staff.

At the College, no audio or video recordings may be made of any conversation, meeting, class, or event unless all parties present have given their permission. This Procedure applies to all students, employees, and visitors, and governs recordings on campus and during any College-sponsored activities. This Procedure is not applicable to course assignments where students are required to submit a recording of themselves individually or as part of a group.

II. CLASSROOM AND INSTRUCTIONAL SETTINGS

A. Student Recordings

Students must obtain prior written consent from the instructor and all individuals who will be recorded before recording any class, lecture, or instructional activity unless the recording is in connection to an approved disability accommodation. If the recording is part of an approved disability accommodation, instructors and students will be notified by Disability Services, and

appropriate measures will be taken to safeguard privacy.

B. Instructor Recordings

Instructors who record instructional sessions must notify all students in advance and obtain explicit consent if any student will be visible or identifiable in the recording. Recordings that include student participation may not be shared outside the instructional context unless appropriate consent is obtained in accordance with the Family Educational Rights and Privacy Act (“FERPA”).

III. ADMINISTRATIVE AND WORKPLACE SETTINGS

A. Employee Recordings

Employees may not record any conversation, meeting, or interaction with other employees, students, or external parties without the express consent of all individuals involved. Recordings made without the permission of all involved individuals - regardless of legality under state law - are strictly prohibited under College policy and may result in disciplinary action.

B. College-Initiated Recordings

The College may record official events, training sessions, or meetings for institutional purposes. Notice will be provided through appropriate mechanisms, including but not limited to in-person notification, email notification, or signage, and participants will have the opportunity to opt out or request that their likeness or voice not be used in any public distribution.

i. Open Campus Areas

Recording in outdoor or open-access spaces (e.g., courtyards, lobbies) is permitted only if it does not disrupt College operations and individuals who are recorded, identifiable, and the subject of the recording give permission. Permission should be obtained in writing whenever possible. Recording for commercial or promotional purposes requires prior approval from the Marketing Department or the President’s Office.

IV. PERMISSION TO RECORD

Permission to record may be obtained through any of the following methods, in order of preference:

- Written consent (including email),
- Consent captured on recording,
- Clicking “Yes” or affirmatively accepting a recording disclaimer on a video conferencing platform, or
- Oral consent.

All forms of consent must be clear and unambiguous, both regarding the consent itself and the notification of the act of recording itself.

V. VIOLATIONS AND CONSEQUENCES

Unauthorized recording, whether legal under state law or not, is a violation of College policy. Violators may face disciplinary action, up to and including suspension or dismissal.

VI. RECORDINGS IN EMERGENCY AND OTHER EXIGENT CIRCUMSTANCES

Notwithstanding the contents of this procedure, the recording of individuals or events may be permitted without prior consent only in emergency or other exigent circumstances where the safety, security, or well-being of individuals is at immediate risk, or where such recording is necessary to document a potential crime or serious policy violation.

Recordings made under these circumstances must:

- Be limited in scope and duration to what is reasonably necessary to address or document the emergency or threat,
- Be reported as soon as possible to the appropriate College authority (e.g., Campus Security, Human Resources, Student Services), and
- Not be shared or distributed without express authorization from the College.

Any misuse of this exception, such as recording non-emergency situations under the guise of "safety" or intentionally creating circumstances with the intent to invoke this exception, may be subject to disciplinary action.

VII. QUESTIONS AND APPROVALS

Questions about this policy or requests for recording approval should be directed to the Human Resources Department, the Office of Student Services, or the Office of Legal Affairs.

REFERENCES

Statutory References	N.C.G.S. § 15A-287; 20 U.S.C. 1232g (Family Educational Rights Privacy Act)
Regulatory References	None
Relevant Guidance	None
Policy Manual Cross-References	Duplicate: • Procedure 5.3.2.3 - Recording Conversations & Other Interactions

PROCEDURE HISTORY

October 25, 2025	Adopted.
March 2, 2026	Renumbered to Procedure 3.3.3.2 from Procedure 3.3.3.2 / 5.3.2.1 due to streamlining of duplicate policies.

August 24, 2026	Updated cross-reference to reflect changed procedure number for Student Services Section duplicate.
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