

Recordings of Virtual Conferences

1 message

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Wed, Feb 24, 2021 at 12:39 PM

Message From the Chief Information Officer

February 24, 2021

MEMORANDUM All NOAA IT Users, Including Contractors and Other Affiliates
FOR:

FROM: Zachary G. Goldstein
 Chief Information Officer and Director, High Performance Computing
 and Communications

SUBJECT: Recordings of Virtual Conferences

OCIO would like to remind IT users of the restrictions on recording virtual conferences. We have a duty to collect only the Personally Identifiable Information (PII) and Business Identifiable Information (BII) that is relevant and necessary to carry out the important missions of NOAA and to abide by the restrictions imposed by the Privacy Act governing what data we collect.

Specifically, we are required to provide notice to the individuals about whom we are collecting PII.[1] We must notify those individuals what PII we are collecting about them, our authority to collect that information, how it is being used, who it is being shared with, and how they can decline to provide that PII. This collection is voluntary. The attached Privacy Act Statement (PAS) for Webinars and Conferences outlines the authorities, purpose, and use of the collection. If permission is not given, or the employee declines to participate, then the photographs, videos, or audio recordings will not be used. Additionally, the collection itself must be within the scope of NOAA's approved PII collections published in a System of Records Notice.

If PII is inadvertently captured, it must be deleted within thirty (30) days. Additionally, third party[2] recordings of NOAA personnel require chain of command approval.

[1] All public meetings should have the appropriate disclaimer that participants and public commenters should not provide PII, BII or CUI during those forums, and that any public comments are made publicly available.[2] Third party is any entity outside NOAA, affiliated with U.S. Government or Public/Private sector. The Department of Commerce advises bureaus to NOT videotape the public testifying during virtual meetings due to privacy concerns among others. Department of Commerce employees, such as those hosting the virtual meeting, may still be videotaped. As such, a best practice tip for hosting virtual meetings is to either have a phone-in only virtual meeting or to select a virtual meeting platform that allows NOAA to block images of the public participating in the virtual meeting. In this instance, the public would testify via an audio feed or through a chat box.

Regards,
Zach

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Zachary G. Goldstein

Chief Information Officer and Director, High Performance Computing and Communications
National Oceanic and Atmospheric Administration