



Annexure TSR Training Session Recording Policy

Note: Recording a training session lets people know that they have been listened to and really heard. It provides a historical record that can be used for verification of decisions, and as a reminder of past events and actions.

Guidelines for Instructors

Notify students regarding recording of sessions and warning students not to record without permission.

Whenever possible, record audio and video only of the instructor. This greatly minimizes the possibility of identifying class participants.

Ensure recordings are shared only with clients for an inhouse company only provided the appropriate permissions and data protection requirements are in place.

Obtain written consent from each student who is on the recording before disclosing the recording.

Tutor to record some part of the sessions of the training where involvements of the delegates are involved like during Exercise 1 of Introduction of Participants, During Audit Plan, Audit Checklist, Mock Roleplay, while demonstrating NCs, During NC Closures, Opening Meeting, Closing Meeting etc.

From 40 Hours min. 5-6 hours sessions to be recorded.

Notifying Students Before Recording

Instructors can record class activity if they notify students. Provide reasonable notice and an option to opt-out of recordings.