**TAI CHI FOUNDATION CLASS RECORDING POLICY**

Adopted by the TCF Board - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

With the increased presence of online teaching curriculum, it is essential to recognize the need to allow viewing without giving permanent access to class recordings. TCF makes the following recommendations in handling access to video recordings of our classes, workshops, and trainings.

Class Video Recordings should:

1. Be available only to those registered for the class
2. Be available only for a limited time (3-4 classes/weeks after posting)
3. Have download and sharing options disabled
4. Use a password protected web page for sharing videos with students.

The TCF primarily uses Vimeo video storage for TCF public programs and in-house apprentice classes. It is up to each local school or online group to determine the ideal solution for offering class videos.