



**ASC X12 Administrative  
Policy and Procedure**

# **Recording and Photography**

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# 1 Recording and Photography

## 1.1 Introduction

The ASC X12 Board is responsible for this policy and publishes it for the benefit of the members of ASC X12, its subcommittees, task groups, and interested individuals from the general public who actively participate in ASC X12.

Organizations and individuals agree to be bound by these policies and to follow these procedures when they apply for membership and when they renew an existing membership.

Suggestions for improvements to this document are welcome. They may be submitted at <http://changerequest.x12.org>.

## 1.2 Background

ASC X12 strives to foster a working environment where all participants feel comfortable and confident engaging in open dialog and discussion. An important part of such an environment is a clear policy related to audio and video recordings and photographs. ASC X12's related policies and procedures are outlined in this document.

## 1.3 Policy Related to Audio and Video Recording and Photography

No ASC X12 meeting, event, activity or conversation can be recorded, whether audio or video, by any party without the prior explicit written consent of the ASC X12 Chair, ASC X12 Board Chair or ASC X12 Executive Director. Such permission may be requested at [info@ascx12.org](mailto:info@ascx12.org).

Any party wishing to take photographs at an ASC X12 meeting, event or activity must request and receive permission from the ranking ASC X12 officer present before taking photographs. Public use of such photographs is not permitted, including sharing via any social media site or service, without the express consent of the ASC X12 Chair or ASC X12 Board Chair. Such consent may be requested at [info@ascx12.org](mailto:info@ascx12.org). This includes but is not limited to sharing or posting via any web site, Twitter, Instagram, Facebook, Tumblr, blogs, or Linked-in.

This restrictions shall be in effect during and concerning all activities of ASC X12 and shall be read or referred to at the beginning of every ASC X12 session.

## 1.4 Document History

A new version of this document is effective when approved.

- 05/11/2015: approved by the ASC X12 Board
- Original version: approved by DISA on behalf of ASC X12