

**Suppliers Partnership for the Environment (SP)
Event Recording Policy**

Approved January 12, 2024

Because of privacy, compliance, and legal considerations, Suppliers Partnership for the Environment (SP) prohibits the use of Artificial Intelligence (AI) and/or Information Technology (IT) Systems in recording non-public SP meetings, activities, and events, except when such recording is determined in advance by SP to be necessary to facilitate SP operations and serve institutional needs. Recordings include video recordings, audio recordings, transcriptions and any other forms of recordings via digital, mechanical or human means.

Examples of recordings that serve institutional needs and are generally permissible include: the recording by SP of public webinars and other formal presentations offered in a virtual format, to ensure that they are available to attendees regardless of their geographic location and time zone; and, instances where prior approval of the recording of an activity is confirmed by authorized SP staff representatives and participating members in order to ensure that the information is available to members who may not be able to participate at the time of the activity.

Individuals with any questions regarding this policy should contact the Chairperson.