

Peer Support Alliance of North Dakota (PSAND)
Virtual Attendance, Artificial Intelligence Applications, and Recording Access Policy

Effective Date: 8/14/2026

Approved By: Board of Directors

Last Revised: 8/14/2026

Section 1: Purpose

The purpose of this policy is to establish standards governing the use of artificial intelligence (AI) applications, automated notetaking tools, recording bots, transcription bots, and similar automated information-gathering technologies during virtual meetings, educational events, and other activities sponsored by the Peer Support Alliance of North Dakota (PSAND).

This policy exists to:

- a) Protect the interactive and participatory nature of PSAND events;
- b) Preserve the integrity of member benefits;
- c) Safeguard confidentiality and privacy;
- d) Ensure informed consent regarding recording and transcription;
- e) Support accessibility through reasonable accommodation;
- f) Maintain alignment with peer support values and the PSAND Member Commitment to Ethical and Collaborative Participation.

Section 2: Scope

- a) Situations this policy applies to:
 - All PSAND-sponsored virtual meetings;
 - Educational events, including Lunch & Learns;
 - Membership meetings;
 - Board and committee meetings where applicable;
 - Virtual trainings, forums, and collaborative activities;
 - Any digital platform used for PSAND-sponsored interaction.
- b) Persons this policy applies to:
 - Members;
 - Non-member participants;
 - Guests;
 - Contractors;

- Ancillary participants;
- Any individual attending or attempting to access PSAND activities through automated or AI-enabled means.

Section 3: Guiding Principles

- a) PSAND activities are designed to be interactive, relational, and participatory.
- b) Participation in PSAND events is grounded in peer support values including:
 - Mutuality;
 - Reciprocity;
 - Presence;
 - Collaborative engagement;
 - Psychological safety;
 - Respect for lived experience.
- c) Attendance through passive automated information capture without active personal participation is inconsistent with these principles.

Section 4: General Prohibition on Unattended Automated Attendance

- a) Participants may not deploy AI bots, automated notetakers, transcription tools, recording agents, or similar automated applications to attend, monitor, record, summarize, transcribe, or otherwise collect information from a PSAND event unless expressly authorized under this policy.
- b) Automated attendance in the absence of the individual who benefits from the information-gathering application is prohibited. This includes, but is not limited to:
 - Sending standalone AI meeting assistants;
 - Joining with automated transcription bots;
 - Passive recording agents;
 - AI summarization tools operating without the participant's active attendance;
 - Any automated process designed to capture event content for later use by a non-attending individual.
- c) Such participation is considered unauthorized attendance.

Section 5: Rationale for Restriction

Unauthorized automated attendance is prohibited because it:

- a) Undermines interactive participation
 - PSAND educational and collaborative events are designed for active engagement, dialogue, reflection, and shared learning.
 - Passive information harvesting without participation is inconsistent with the collaborative spirit of peer support.
- b) Circumvents membership benefits
 - PSAND provides post-event recordings and educational archives as a benefit of paid membership where designated.
 - Unauthorized automated recording or transcription improperly bypasses these member-only benefits.
- c) Creates confidentiality risks

PSAND discussions often involve:

 - Peer support practice considerations;
 - Professional challenges;
 - Sensitive lived-experience perspectives;
 - Good-faith discussion of workplace and systems issues.

Unauthorized automated capture increases risk of:

 - Disclosure outside intended context;
 - Misuse or redistribution;
 - Harmful interpretation or misrepresentation;
 - Retaliatory or critical use against participants.
- d) Violates privacy and consent expectations
 - Participants do not implicitly consent to being recorded, transcribed, summarized, or analyzed by third-party automated systems.
 - Use of such tools without authorization may violate privacy expectations and organizational trust.

Section 6: Approved Accessibility Accommodation Exception

PSAND recognizes that some participants may require AI-supported notetaking, transcription, or recording tools as a disability accommodation. Such use is permitted only when all of the following conditions are met:

- a) Advance Request
 - The participant must request approval from PSAND prior to the event.
 - Requests should be submitted no less than 48 hours before the scheduled event whenever possible.
- b) Active Personal Attendance

- The requesting participant must personally attend and actively participate in the event.
 - Accommodation tools may not attend in place of the participant.
- c) Approval
- Approval must be granted by authorized PSAND leadership.
 - Approval may include specific conditions of use.
- d) Disclosure to Participants
- Where appropriate, PSAND may notify event participants that an approved accommodation-related tool is in use.

Section 7: Conditions of Approved Use

Approved accommodation-related AI or recording tools may be used only under the following conditions:

- a) The resulting notes, transcripts, or recordings:
- Shall be for the personal use of the approved participant only;
 - Shall not be distributed, reproduced, posted, shared, sold, or transferred;
 - Shall not be used for publication, training redistribution, or public dissemination;
 - Shall not be used to represent official PSAND content;
 - Shall not be retained longer than reasonably necessary for the accommodation purpose.
- b) The participant assumes responsibility for safeguarding any captured content.

Section 8: PSAND-Authorized Recording and Internal Notetaking

- a) PSAND may utilize its own approved recording, transcription, or notetaking tools for legitimate organizational purposes including:
- Creation of member educational archives;
 - Internal documentation;
 - Meeting recordkeeping;
 - Administrative continuity.
- b) Such recordings and notes shall:
- Be managed securely;
 - Be used only for authorized organizational purposes;
 - Be subject to applicable confidentiality protections;
 - Be distributed only as permitted by PSAND policy.

Section 9: Monitoring and Enforcement During Virtual Events

PSAND reserves the right to monitor virtual attendance for unauthorized automated participants.

- a) If an unapproved bot, notetaker, or automated attendance tool is identified, PSAND may:
 - Remove or dismiss the automated participant from the virtual meeting;
 - Pause the event pending clarification;
 - Require verification of participant identity;
 - Deny continued access to the event.
- b) Removal may occur without prior warning when necessary to protect participant privacy.

Section 10: Violations

Violation of this policy may result in:

- a) Immediate removal from the event;
- b) Suspension of event access;
- c) Loss of access to educational recordings;
- d) Membership review;
- e) Disciplinary action under the Membership Policy and *Member Commitment to Ethical and Collaborative Participation*;
- f) Additional action deemed appropriate by the Board.

Section 11: Consent Statement for Event Notices

PSAND may include the following notice in event registration materials:

"Unauthorized use of AI notetakers, recording bots, transcription applications, or other automated information-gathering technologies is prohibited. Participants requiring accessibility accommodations involving such tools must request prior approval and must personally attend the event."