

# Policy for Recording, Transcribing, and Reviewing Video Meetings

**The purpose** of this policy is to provide clear guidelines to all employees and stakeholders about the requirements and procedures surrounding the recording, transcribing, and reviewing of video meetings within our organization. This policy promotes compliance with various privacy, consent, and data protection laws, encourages transparency and accountability in our business operations, and fosters effective data management practices.

**The scope** of this policy extends to all video meetings conducted or attended by our organization, regardless of the platform used. Additionally, this policy aims to increase accessibility and improve productivity through detailed record-keeping and post-meeting reviews.

**The provisions** of this policy apply to all employees, contractors, and other individuals who participate in our video meetings.

## Notification of Recording:

- Before hitting the 'record' button, make sure everyone in the meeting is aware of it. You can do this verbally at the start or via a written note in the meeting invite or agenda.
- If you're invited to a meeting, confirm with the host if they intend to record the session before it begins.

## Consent:

- Get the green light from all attendees before starting the recording. Let them know why you're recording and reassure them that their privacy will be respected.
- If you're unsure whether a meeting is being recorded or transcribed by an AI tool, don't hesitate to ask the host.

## Sharing Transcriptions and Summaries:

- To maintain momentum and ensure timely action, transcriptions and summaries should be shared as soon as possible after the meeting, ideally within 24 hours.
- All transcriptions and summaries shared should be treated as confidential. Access should be limited to meeting participants and relevant stakeholders only.
- Participants are encouraged to provide feedback on the meeting summary to ensure that their views and action items are accurately represented. Any discrepancies should be highlighted and will be addressed promptly to ensure accurate record-keeping.
- If you're invited to a meeting, respectfully request a copy of the meeting transcript or minutes from the host. If there are any uncertainties or discrepancies in the notes, reach out to the meeting host or other participants for clarification as soon as possible.

## Sensitive Information:

- Avoid recording conversations involving confidential information unless you have the necessary permissions. Be mindful when deciding what to record and how to store those recordings.
- When attending a recorded meeting, be conscious of your input to prevent any misinterpretations, especially if there could be legal implications tied to the project or client.

**Storage and Access:**

- Keep the recorded meetings in a secure location and limit access to only those who need it. Once the recording is no longer required (e.g., the minutes are approved at the next meeting), delete it.

Remember, unauthorized recording, not obtaining consent, or mishandling recorded content can lead to legal consequences for us and the individual involved. As a team, it's our shared responsibility to maintain the highest ethical standards in our professional interactions.

If you have any queries or concerns about recording video meetings, don't keep them to yourself - let's talk about it.