

## **Guidance on the recording of online meetings and events**

Agile working practices mean we are now holding more meetings online using technologies such as WebEx, Skype for Business and MS Teams. Within these technologies lies the ability to record the audio and video of meetings and the invitee/attendee list.

As recording meetings, workshops, events, etc. means that you will be collecting the personal data of the participants and attendees you will need to ensure that you are complying with Data Protection legislation in the process. Most of these systems will also be collecting other data about participants e.g. IP addresses, participant lists, etc., which attendees need to be advised about.

### **Why are you recording the meeting?**

You must first consider why you are recording the meeting and if it is absolutely necessary.

We strongly advise against recording meetings for the sole purpose of writing/checking minutes – it is inefficient. If you've listened to the meeting once it is not an effective use of time to listen to it a second time, you have to consider the data protection and security implications and time used to manage and delete the recording. Just because the recording facility is there doesn't mean that you have to use it.

If you have a legitimate purpose for recording the meeting you should also consider the legal basis for making the recording (some examples are provided in Appendix A). The recording should not be used for any purposes other than those you advise participants/attendees about.

All recordings of meetings are potentially releasable to the public under Freedom of Information, Data Protection (GDPR) and other information legislation.

Please ensure that you switch off your recording at the end of the meeting and do not leave it recording private conversations afterwards. There have already been incidents where meeting/lecture recordings containing private conversations have been inappropriately shared,

### **Informing participants**

You must let all attendees know in advance that the meeting will be recorded. This is required by data protection legislation – please see Appendix B for the information you need to provide.

Advise the participants in your invitation that the meeting will be recorded and additional metadata collected and then at the start of the meeting you can detail what the arrangements are for those who do not wish to be recorded.

We advise that you place a slide at the start of the meeting so that there can be no uncertainty that the meeting attendees were not informed of the recording e.g. if they object later you have proof that notice of recording was given.



## Public meetings and live events

Large scale broadcast and outreach events

### Recording options

How you record the meeting will depend the purpose of the meeting and if attendees object to their attendance being recorded and/or their contribution.

In the case of larger 'live' events if anyone objects to their **contribution** being recorded, you can advise that there is no alternative and if they do not wish to be recorded they will not be able to attend.

If using MS Teams please see the Schedule a Teams Live Event guidance for more details on recording Live events and production settings:

<https://support.microsoft.com/en-us/office/schedule-a-teams-live-event-7a9ce97c-e1cd-470f-acaf-e6dfc179a0e2>

If they object to their **attendance** being recorded then you will need to consider the permission settings you use to set up the event and if you have selected to use any [Attendee Engagement Reports](#).

It is possible that 'live events' will be recorded by default in future – this guidance will be updated to reflect this, should this become the case.

## Small to medium business meetings

business purposes/research collaboration

### Recording options

How you record the meeting will depend the purpose of the meeting and if individuals object to their attendance being recorded and/or their contribution.

If they object to their contribution being recorded then you can look at the scenarios below, but if it is their attendance too then that is more difficult as that will be recorded along with other metadata in the recording.

If they object to their **contribution** being recorded then there are a couple of ways of dealing with this:

1. Not record the meeting
2. Record the meeting and ask the individual to switch off their video and audio and use the 'raise their hand' function if they wanted to contribute. You would then need to stop the recording whilst they contributed and then restart again afterwards.
3. Record the meeting and ask them to save their contribution for a specific interval which isn't recorded – a Q&A/AOB type section towards the end.

4. Record the meeting and have regular intervals throughout for discussion where recording is stopped.
5. You can record the whole session and edit the recording afterwards  
⇒ this is rather admin heavy, so not recommended. You would need to note the times they contributed so these could be edited out later.

If they object to their **attendance** being recorded then either they won't be able to attend or you must not record the meeting.

## Private and 1:1 meetings

HR type meetings and research participant interviews

### Recording options

How you record the meeting will depend the purpose of the meeting and if individuals object to their attendance being recorded and/or their contribution.

If they object to their **contribution** being recorded then there are a couple of ways of dealing with this (as above):

1. Not record the meeting
2. Record the meeting and ask the individual to switch off their video and audio and use the 'raise their hand' function if they wanted to contribute. You would then need to stop the recording whilst they contributed and then restart again afterwards.
3. Record the meeting and ask them to save their contribution for a specific interval which isn't recorded –a Q&A/AOB type section towards the end.
4. Record the meeting and have regular intervals throughout for discussion where recording is stopped.
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⇒ this is rather admin heavy, so not recommended. You would need to note the times they contributed so these could be edited out later.

If they object to their **attendance** being recorded then you must not record the meeting. If attendees object to the meeting being recorded, you may want to advise that they should not be recording the meeting either. There are certain circumstances e.g. disciplinary meetings where recordings must not be made under any circumstances.

### Who will access the recorded meeting?

The meeting organiser will have access to the recording once the meeting has ended and is responsible for the management, security, sharing and eventual deletion.

If you need to share the recording you must ensure that you give read only access and the recording file cannot be downloaded or copied by anyone. We strongly advise that you use of MS Teams, SharePoint or Moodle, as appropriate, for this.

### **How long to keep your recording?**

You will need to consider why the meeting was recorded to determine the appropriate retention period for the recording. In a nutshell, this should be as short a time period as possible.

For example:

- Sharing with additional people unable to make meeting time
  - Retain for 2 weeks to allow reasonable time for people to view
- Allowance for the retention period may already exist in your team's Records Retention Schedule, determined by the topic of the meeting. Once the minutes or notes of the meeting have been finalised that is usually a good time to destroy the recording. This may vary depending on the purpose of the meeting.

### **Systems supported by ENU**

- Webex  
[https://help.webex.com/en-us/n62735y/Record-a-Webex-Meeting#id\\_134753](https://help.webex.com/en-us/n62735y/Record-a-Webex-Meeting#id_134753)
- Skype for Business  
<https://support.office.com/en-us/article/record-and-play-back-a-skype-for-business-meeting-6d1dd3c5-ded7-4935-8db0-d6d7173c482f>
- MS Teams  
<https://support.office.com/en-gb/article/record-a-meeting-in-teams-34dfbe7f-b07d-4a27-b4c6-de62f1348c24#:~:text=Record%20your%20meetings%20in%20Teams,it%20securely%20across%20your%20organization.>

### **Appendix A – Legal Basis**

Article 6(1)(e) - processing is necessary for the performance of the University's official authority as vested in the Data Controller by Scottish Statutory Instruments 1993 No.557 (S.76) as amended, that is, the provision of education, research, etc.

Could be used for:

- Meetings involving teaching students
- Business meetings for academic, committee and administrative purposes of the University
- Meetings for the purposes of research collaboration

Article 6(1)(b) - processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract.

Could be used for:

- HR type meetings, 1-2-1, MyContribution, grievance, disciplinary, etc. as part of employee contract management
- Recruitment engagement

## **Appendix B – Privacy Notice Information**

If the recording is being made as part of an existing business process you can refer attendees/participants to that Privacy Notice. Otherwise, you need to let them know:

- A) Who is making the recording, that it is being recorded on behalf of the University (Data Controller) and a link to the Data Protection pages on the intranet: [staff.napier.ac.uk/dpstatements](http://staff.napier.ac.uk/dpstatements).
- B) Purposes for recording (processing) and the legal basis (including the legitimate interests, if relevant).
- C) Who the data will be shared with e.g. intended audience both internal and external to the University.
- D) How long the recording will be available to the intended audience and how long it will be kept for before it is deleted.
- E) If the recording will be transcribed by one of the University's approved transcription services\*.
- F) If data is being shared/processed in another country outside the UK.

MS Teams and Webex have transcription facilities. If it is necessary to use an external transcription service you must convert the file to voice only (.mp3) before securely uploading it to the transcription service secure transfer facility.

Currently, approved services are:

1<sup>st</sup> Class Secretarial

Trusty Transcriptionists