



D05

RECORDING MEETINGS GUIDANCE

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1. General Guidance

- 1.1. The following good practice guidelines are to be followed for the recording of meetings in person and online.
- 1.2. For the purpose of minute taking or to record on screen processes, it is at times necessary to record meetings. Online training, often referred to as webinars, may also be recorded as part of CPD to give non-attendees the opportunity to watch back the webinar at a later date.
- 1.3. The broad principle applied to all recordings is that no meeting should be recorded without the consent of attendees. Those in attendance should understand the reasons for recording the meeting and how that recording will be used. These guidelines apply to the use of dictaphones, apps on smart phones, Microsoft Teams, Google Meets, Zoom, Skype and any other analogue or digital recording method whether they are audio, visual or both.

2. Best Practice

- 2.1. Good practice in recording meetings should include:
 - a. Consent from all attendees should be requested before any meeting is recorded;
 - b. Any late arrivals to a meeting should be advised of the recording;
 - c. Where recording permissions are declined, alternatives should be discussed;
 - d. Recordings to inform minute writing should not be shared with other persons or published and minutes from them should be produced in a timely fashion;
 - e. Recordings of webinars may be shared via digital channels and social media by the owner of the recording or where consent has been obtained;
 - f. Best practice would dictate that confidential safeguarding meetings or information are not recorded in this format, but written records are made and stored in line with an organisations' Safeguarding Policy;
 - g. Recordings should be stored for a maximum of six months;
 - h. Where recordings are no longer required for reference, they should be deleted;
 - i. Webinars posted online should be reviewed periodically to ensure information is still relevant; and/or
 - j. Recordings may form part of a Data Subject Access Request.
- 2.2. Where these guidelines are not met, consent is not achieved, recording takes place and a complaint under the **Complaints Policy** is received by England Boxing, the recorder of events may be subject to the terms of the **Disciplinary Procedure**. This may include the application of a Summary Procedure outcome or escalation to the Full Disciplinary Procedure.