

## GUIDELINES FOR THE RECORDING OF MEETINGS AND HEARINGS

### Introduction

These guidelines have been produced to advise staff on the conduct of recorded meetings and hearings and to ensure the University's obligations under the Data Protection Act, Human Rights Act and other legislation are met. This covers the use of audio, visual or body worn technology to make such recordings.

### Purpose of recording meetings

Recording may be of use for lengthy meetings and hearings where the accuracy of minute or note taking can become difficult over a long period. It may also be useful for evidential purposes during official University hearings (such as student appeals or employment hearings).

Such recordings do not replace the formal record of any meeting, but may assist with the accuracy of the formal record or if there is dispute over what was said. It is also advisable to have a minute or note taker in attendance in the event of a technology failure.

### Notification of recording

Those attending meetings or hearings must be informed in advance of the intention to record the proceedings. This advance notification is helpful in avoiding any issues on the day. Any objections to recording must be considered by the Chair and the Chair will ultimately decide whether the recording is appropriate in light of any objection.

At the meeting, the Chair must also notify all attendees that recording will take place, prior to the commencement of the recording. The recording must stop at the formal close of the meeting or hearing. Attendees who were not present at the start of the meeting must also be notified that recording is taking place. Covert recordings must not be taken and to do so will be considered a disciplinary offence.

### Security of devices

Any device used to record a meeting or hearing (whether University owned or personally owned) must comply with the University's [Mobile and Remote Working Policy](#). If an attendee requests to make their own recording of proceedings, the Chair will decide whether this is appropriate.

### Storage and retention

Files of recordings should be stored on secure University servers with access limited only to those who have a need to access the recordings. The University's [Information Handling Policy](#) must be complied with at all times.

The recordings must be retained for a reasonable period after the meeting or hearing. For meetings, it would be reasonable to retain the recording until the minutes have been accepted. For hearings, it may be necessary to retain the recording for a set period after the outcome of the dispute for legal reasons.

### Information requests

Staff must be aware that any recordings of meetings or hearings will be subject to the Freedom of Information Act and Data Protection Act, where relevant, subject to the standard exemptions from disclosure under those pieces of legislation. Any such requests received should be forwarded to the Information Rights Officer. Where it relates to a dispute, copies of recordings may be shared with relevant parties as part of the normal disclosure process.

### **Disposal**

All recordings must be securely disposed of at the end of the retention period.