



Meeting recording Policy

Purpose

This policy sets out the expectations regarding the recording of club meetings in either audio or video form. It applies to meetings that take place either using video conference software or in-person.

Notification

Any participant wishing to record a meeting should first seek the permission of the chair.

If a meeting is to be recorded, the chair should ensure that all participants are notified prior to recording commencing.

Minutes

Online club meetings may be recorded to assist with the creation of the minutes for the meeting.

These recordings should be held securely within our Office 365 system. Access to these files should be restricted to relevant club volunteers, such as the minute secretary.

Deletion

Meeting recordings should be deleted at the earliest opportunity once their intended purpose has been fulfilled. Recordings produced for the purpose of producing minutes must be deleted following their approval at the next meeting.