

	Gasóga na hÉireann/Scouting Ireland			
	POLICY			
	Audio and Video Meeting Recording and AI Transcription Policy			
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	Description: Rules for recording and transcribing Scouting Ireland meetings.		Scope: All persons recording or transcribing Scouting Ireland meetings.	
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1. Introduction

Scouting Ireland recognises that audio recording, video recording and Artificial Intelligence (AI) assisted transcription can significantly improve the accuracy of meeting records, support the preparation of minutes and increase accessibility for participants.

These technologies also create important responsibilities in relation to privacy, data protection, governance and records management. Unless appropriately managed, meeting recordings can result in multiple unofficial copies of discussions, uncertainty over the official record of a meeting and increased risks to confidential or personal information.

This policy establishes a consistent approach to the recording of meetings conducted on behalf of Scouting Ireland and ensures that recordings remain secure, transparent and under the control of Scouting Ireland.

2. Policy Statement

Audio or video recording of meetings conducted on behalf of Scouting Ireland may only take place with the agreement of all participants and using approved Scouting Ireland recording platforms. Personal or unapproved recording applications must not be used for official Scouting Ireland business.

3. Scope

This policy applies to all Scouting Ireland board members, volunteers, staff, contractors and third parties who create or use audio recordings, video recordings, AI generated transcripts or AI generated meeting summaries while undertaking Scouting Ireland business.

The policy applies to:

- online meetings;
- hybrid meetings; and
- fully in person meetings.

This policy applies irrespective of whether the meeting is held using Scouting Ireland equipment or personal devices.

4. Guiding Principles

Scouting Ireland's approach to meeting recording is founded upon the following principles.

4.1. One Official Recording

Only one official recording of a meeting should exist. Personal or parallel recordings of the same meeting are not permitted.

4.2. Approved Platforms

Meeting recordings may only be created using technologies approved by Scouting Ireland.

4.3. Participant Agreement

Meeting organisers must obtain the agreement of participants before recording commences.

4.4. Organisational Control

Official recordings, transcripts and AI generated meeting summaries are Scouting Ireland records and must remain within approved organisational systems.

4.5. Record Only When Necessary

Meetings should only be recorded where there is a legitimate business, operational, legal or governance need.

5. Approved Recording Technologies

The following technologies are currently approved for recording meetings conducted on behalf of Scouting Ireland:

- Microsoft Teams Recording
- Microsoft Teams Transcription
- Microsoft Teams Intelligent Recap (where licensed)
- Zoom Recording
- Zoom AI Companion (where approved)

The IT & Change Manager may approve additional technologies following appropriate Information Security, Data Protection and Governance reviews.

6. Responsibilities

6.1. Meeting Organisers

- Meeting organisers are responsible for:
- determining whether recording is necessary;
- obtaining the agreement of participants before recording commences;
- ensuring only approved recording technologies are used;
- ensuring recordings are stored within approved Scouting Ireland systems;
- ensuring recordings are managed in accordance with Scouting Ireland's records management and retention requirements; and
- ensuring recordings are deleted when no longer required.

6.2. Meeting Participants

- Meeting participants must:
- respect the decision of the meeting organiser regarding recording;
- not create personal or unofficial recordings of meetings conducted on behalf of Scouting Ireland;
- not introduce third party recording bots or AI meeting assistants into meetings without prior approval; and
- comply with this policy and all related Scouting Ireland policies.

7. Recording Requirements

Audio or video recording should only be undertaken where there is a legitimate business need, including:

- preparation of formal meeting minutes;
- governance and committee meetings;
- training and educational sessions;
- accessibility requirements;
- workshops or meetings involving complex technical discussions; or
- where recording is required for legal, regulatory or operational purposes.

Meeting recordings are intended to support the preparation of accurate records. They do not

replace formally approved meeting minutes or other official records where these are required.

8. Approved, Prohibited and Conditional Technologies

Approved	Microsoft Teams Recording, Microsoft Teams Transcription, Microsoft Teams Intelligent Recap, Zoom Recording Zoom AI Companion (where approved).
Prohibited	Personal mobile phone recordings CUE Otter.ai Fireflies.ai Fathom Read.ai Granola personal AI meeting assistants personal dictation devices or any application that stores official Scouting Ireland meeting recordings outside approved organisational systems.
Requires Prior Approval	Any recording transcription or AI meeting assistant not listed as approved Approval must be obtained from the IT & Change Manager following Information Security, Data Protection and Governance review.

9. Data Protection and Information Security

Meeting recordings may contain confidential information, commercially sensitive information or personal data.

Accordingly:

- recordings, transcripts and AI generated summaries are official Scouting Ireland records;
- recordings must remain within approved Scouting Ireland systems;
- recordings must not be uploaded to personal or unapproved cloud services;
- recordings must be managed in accordance with GDPR and Scouting Ireland's Information Governance and Data Protection policies; and
- access to recordings should be limited to those with a legitimate business need.

10. Governance

The IT & Change Manager is responsible for maintaining the list of approved meeting recording technologies.

Any new recording, transcription or AI meeting technology must undergo appropriate Information Security, Data Protection and Governance review before being approved for use within Scouting Ireland.

Compliance with this policy may be monitored from time to time. Failure to comply with this policy may result in the withdrawal of access to recording technologies and may be dealt with under the appropriate Scouting Ireland policies or procedures.

