

# GOV-008 Electronic recording of Meetings Policy

References:	Privacy Act 1988 (Cth) Privacy Amendment (Notifiable Data Breaches) Act 2017 (Cth) Australian Privacy Principles Privacy and Data Protection Act 2014 (Vic) Public Records Act 1973 (Vic)
Associated Policies/Procedures:	GOV-004 – Privacy Policy Constitution of the Australasian Corrosion Association Inc] Bylaws of the Australasian Corrosion Association Inc
Associated Forms:	

## 1. Introduction

This policy is directed to electronic recording of meetings which are part of the Association's operations. While always subject to ACA's legal obligations to retain business records, this policy particularly addresses the making, using, sharing and deletion of electronic recordings of any of the above meetings.

## 2. Purpose

This policy outlines the guidelines for making, using, and sharing electronic recordings of meetings within ACA. The aim is to ensure that electronic recordings are managed in a way that respects privacy, confidentiality, and legal requirements, and also that aids and does not hinder the Association's objectives.

## 3. Scope

This policy applies to all participants in meetings organised by the Association, including those involving external parties.

## 4. Definitions

Term	Definition
<b>Artificial Intelligence</b>	AI – computer systems capable of performing complex tasks that historically only a human could do, such as reasoning, making decisions, or solving problems
<b>Electronic recording</b>	Any audio, video, or other type of digital capture of a meeting, including a transcript of the meeting whether created by AI, a person or machine, or combination of these. It includes for these purposes records of such meetings that are made by a participant, an electronic recording by the technology facilitating the meeting and AI transcripts of meetings
<b>Meeting</b>	Any formal or informal gathering of individuals whether in-person or virtual, including: <ol style="list-style-type: none"> <li>1. Management Team meetings</li> </ol>

	2. Board and Committee meetings
	3. Branch meetings
	4. Technical Group meetings

- 4.1. The making and use of an electronic recording of a meeting may be governed by law, including laws relating to privacy, intellectual property (especially copyright and confidentiality), workplace requirements, surveillance and others. These must be complied with first and foremost. Moreover, the Association takes a conservative approach to ensuring compliance with the law and respecting the rights of all those it deals with.
- 4.2. The AI-generated transcripts (such as read.ai and Zoom's internal function) are not 100% accurate and do not necessarily catch all of the meeting. Currently, the Association does not review those transcripts before sharing them. There is therefore the potential for misrepresenting what occurred at a meeting.
- 4.3. In essence, many meetings of the Association are confidential commercial discussions, which have the potential for legal consequences. Often there are confidentiality agreements or expectations in place which may not be apparent just from the record of the meeting.
- 4.4. If meetings are stored in any non-secure cloud service, there is a risk that, at least, they will be used for further training of AI models.

## 5. Electronic recordings

Examples of electronic recordings uses:

- where a meeting is minuted, an electronic recording may assist that minute-taker to confirm aspects of what was said or agreed
- recording a meeting electronically enables a person invited to the meeting to view its contents if they were unable to attend or to review its contents
- recording a meeting electronically may also be a means to share the information at the meeting with a wider audience.

None of these use cases require indefinite retention of electronic recordings. In particular, once the minutes of a meeting have subsequently been approved, the electronic recording serves no purpose and should be deleted. Electronic recordings of meetings have most value immediately after the meeting and diminish in value over time. In contrast, the risk of an electronic recording being used improperly or being used as evidence in a claim against the Association only increases over time.

## 6. Policy on electronic recordings

The ACA's policy on electronic recordings is therefore as follows:



- 6.1. All use of electronic recordings must comply with the law including any confidentiality obligations in respect of the content of the electronic recording.
- 6.2. Electronic recordings will only be made with the consent of attendees or with prior written notice. This must include at a minimum:
  - a) The nature and type of electronic recordings proposed to be made
  - b) Purpose of making an electronic recording and how it will be used
  - c) Who will have access to the electronic recording
  - d) How long it will be retained for
  - e) Whether it will be shared with anyone else.
- 6.3. Electronic recordings will only ever be used solely for the purposes of ACA objectives and activities and consistently with its members Code of Conduct.
- 6.4. Electronic recordings must never be shared with anyone not originally invited to the meeting other than in exceptional circumstances, such as:
  - a) where legally obligated;
  - b) where directed by the CEO; and
  - c) where all meeting participants consent in writing to sharing.
- 6.5. The Secretary will oversee the Association's business practice that reviews all previous electronic recordings regularly and delete those that are over two weeks old unless:
  - a) The recording is still required for purposes as outlined in this policy; and
  - b) The recording is subject to actions from an internal or external investigation.

If in doubt or in the case of any suspected breach of this policy, consult the EO or Secretary.

## 7. Policy review

This Policy will be reviewed every three years and will be made available to Members on the Association's website.

Version	Change details	Reviewed by	Date reviewed	Approved by	Approval date
1.0	Policy development	GovCom	11 Oct 2024	Board	20 Nov 2024