



Safeguarding Vulnerable People Partnership

Microsoft Teams Recording and Transcribing Policy

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1. Introduction

This document sets out the policy for recording and transcribing of subgroup Teams meetings that happen across the Safeguarding Vulnerable People Partnership (SVPP), including the Community Safety Partnership (CSP). This policy is for all stakeholders of the SVPP and relevant agencies participating in partnership business.

To comply with security, privacy, and regulatory frameworks such as UK General Data Protection Regulation (GDPR) and the Data Protection Act 2018 the recording of sensitive data such personal staff information will not be permitted. Should sensitive data be discussed in a recorded meeting the manual transcription will be edited (where relevant) to remove this information. All recordings will be deleted when the manual transcription is completed as set out in 3.4 of this policy.

2. Purpose

The purpose of recording Teams meetings is to support the SVPP business support unit in taking accurate minutes of meetings. All participants will be notified in advance when a Teams meeting will be recorded. Any sessions that are recorded will adhere to this policy.

3. Policy

3.1 Recording is for the purpose of supporting the SVPP business support unit with capturing accurate minutes of the meeting.

3.2 Participants will be notified in advance if a Teams meeting will be recorded.

3.3 The SVPP will not be providing verbatim transcription. A manual transcription will be edited for readability and brevity and shared virtually with the relevant people in a word document format.

3.4 Manual transcription of scheduled Teams meetings will take place within 5 working days of the meeting and the recording will be deleted after 10 working days of the meeting.

3.5 Teams meeting recordings will be saved in a secure drive that is only accessible to the SVPP business support unit.

3.6 Recordings and transcriptions must not to be used for:

3.6.1 HR / Line Management investigations including evidential or record keeping purposes

3.7 Recording and transcription must be deleted or edited (where appropriate) when any sensitive or personal information is discussed.

4. Compliance

4.1 It is the responsibility of the SVPP business support team to understand their responsibilities set out in this policy and that they continue to meet the requirements for the duration of their employment. It is the Senior Partnership Leads responsibility to take appropriate action if individuals fail to comply with this policy.

5. Responsibilities

5.1 It is the responsibility of the SVPP Senior Partnership Lead to ensure new starters are granted access to recording in Teams if this is part of their role, and that access is revoked for leavers and movers.

5.2 It is the responsibility of all participants who have access to a recording to ensure it is handled with care and not shared with parties who are not authorised for that information.

5.3 The deletion of recordings is the responsibility of the SVPP Business Support Team.

6. Retention

All recordings will be stored in a secure drive and only accessed on a need-to-know basis.

The manual deletion of recordings will take place once the recording has been transcribed as set out in 3.4 or when it is no longer necessary to keep a copy.

7. Glossary

- **Scheduled Teams meetings:** a meeting created using a calendar invite, either in Outlook or Teams.
- **Recording:** capturing the audio, video and screen sharing activity during a meeting.
- **Manual transcription:** a written output of what was said during a recorded meeting.