



## RECORDING OF MEETINGS

Policy number	G3 V1 April 23	Version	1
Previous Policy number	G3	Approved by Board on	20/03/2023
Responsible person	Governance Committee	Scheduled review date	20/03/2024

### INTRODUCTION

The Board of the National Rural Women's Coalition (NRWC) is committed to the recording of meetings is carried out in a transparent way and information is kept secure and used for the purposes understood within this policy.

### PURPOSE

The purpose of this policy is to set forth expectations regarding the recording of meetings (virtual or in person), telephone calls, discussions or other conversations (herein collectively referred to as 'meeting(s)') of the National Rural Women's Coalition (NRWC) between members or our broader community or stakeholders. The intent of this policy is to strike a balance between the legitimate uses of audio and video recordings, and concerns including compliance with the law, privacy, and protection of intellectual property.

### PROHIBITED ACTIVITY

In an effort to comply with state and federal law, promote the freedom to share ideas and to respect the privacy of community members, the secret recording of meetings is prohibited. Contractors, employees, Directors and Stakeholders are prohibited from arranging for others to record meetings regardless of whether it is for work, educational or recreational related activities, unless specifically permitted under this policy. Neither can they knowingly receive or download recorded conversations, upload them to the internet, or otherwise share, transmit or publish such recordings except as permitted herein.

### CONSENT TO RECORD

When a legitimate reason exists to record a meeting, the Chair, CEO or Secretariat must notify the meeting participant at the time that the recording is taking place. When recording is to occur during any NRWC meeting, all parties must be notified either prior to or upon the commencement of the recorded session. This requirement applies to any recording method which results in any video and/or audio recording of the session, regardless of whether the recording is accomplished by a feature in a video conferencing application or by the use of another program or device.

This notice could be included in a meeting invitation, agenda, in the program notification as appropriate or by a separate communication, or could occur upon the commencement of the recording. The notice might also be readily observable. The notice needs to be clear, readily apparent, easily understandable, and needs to allow a party who does not consent to the recording to refuse to participate. Please note that a refusal to participate does not mean that a party can refuse without the possibility of a negative outcome. For example, participation in a recorded meeting could be a term and condition of ongoing participation.

Some meetings may include the presentation of copywritten works, such as a film/television show/ academic work, under an applicable exception to copyright law. While the presentation of the material may be appropriate, duplication of copywritten works is a violation of Copyright when that duplication circumvents an access control (i.e. the encryption on a DVD). In order to avoid creating a prohibited duplication of the material, the portion of the meeting which exhibits the work should be excluded from the recording if possible or if not distributed in a public space.



## **USE AND SHARING OF RECORDINGS**

In order to facilitate an unrestrained intellectual dialogue, recognizing that not all ideas expressed in a meeting are fully formed, recordings should not be shared outside of the legitimate educational or practical purposes for which they were provided/created. Recordings may be used by participants, and the NRWC for reasons including, but not limited to, providing program access to a participants in a distant time-zone, compliance with a special request, or to assist someone assigned to produce meeting minutes.

Recordings that are downloaded from the NRWC Website (paid or free) or provided by the NRWC to participants and stakeholders must not be broadcast or distributed with out the specific permission in writing from the NRWC Secretariat. Responsible adjustment will be made to ensure meetings are accessible as possible. Responsible adjustment requests can be made directly to the Secretariat.

Recordings must not to be posted on any public-facing internet page or shared with individuals without the approval of the NRWC Secretariat in writing. Any violation of this policy will be considered a violation of NRWC policy and could result in disciplinary or legal actions.

## **DATA RETENTION**

Recordings should be deleted as soon as they are no longer relevant.

Deleted recordings need to be first endorsed by the Board.

Recordings of meetings that are taken solely as memory aids, and for the purpose of the scribe to memorialize the meeting recording into meeting notes or minutes, should be deleted immediately after the meeting notes or minutes have been created.

In some instances, it may be prudent to have the meeting notes or minutes reviewed by a relevant body or individual and the accuracy of the notes or minutes adequately confirmed before the recording is deleted. For example, a committee may decide to maintain the recording just long enough for the committee to review the meeting notes/minutes at their subsequent meeting and, once the minutes are approved, promptly delete the recording.

Any questions regarding the need to maintain the recording should be addressed to the NRWC Secretariat and and Board.

## **RESPONSIBILITIES**

The Board is responsible for the development and review of this policy.

All Board members, casual, contract staff, volunteers and participants are responsible for adhering to this policy.

## **Authorisation**

Signature of Board Secretary:

Date of approval by the Board:

National Rural Women's Coalition Ltd