

## Guidance: Recording WI Online Meetings

### Contents

Guidance: Recording WI Online Meetings .....	1
1: Introduction .....	2
2: Who does the recording?.....	2
3: GDPR Made Simple – the important legal bit .....	3
4: Keeping it all legal.....	4
5: Notification and consent .....	5
6: Speaker only recording.....	6
7: Copyright .....	6
Appendix 1: Summary of the legislation .....	7

## 1: Introduction

Many of our WIs are have chosen to use Zoom to organise online meetings. Zoom is a video conferencing tool. There are other tools available, like Skype or Google Meet. Like Zoom most of these offer the ability to record your meetings. For the purpose of this guidance, we will reference Zoom, as it will fall under our Zoom tutorials. However, the guidance is relevant to recordings on any video conferencing platform.

Whichever service you use, you need to be aware of the implications of recording meetings. Your decision to do so should be informed to ensure that you are looking after the interests of our members, and also complying with GDPR legislation.

As a service and platform, Zoom itself is GDPR compliant. However, a recording becomes an asset that you have created. As such, your WI will be responsible for ensuring that this asset is compliant with GDPR, and also that it falls in line with WI principles and good practice.

This document is not a tutorial on how to record on Zoom. It is purely a guidance document intended to help you to make informed decisions about recording your **WI meetings**.

This is a complex area, and you may have questions after reading this guidance. You may also want to talk it through with someone. If so, please email:

[bucksfwicomms@gmail.com](mailto:bucksfwicomms@gmail.com)

Please put **Re: Recording Meetings** as the subject and give us your name, WI and telephone number. We will contact you as soon as we can.

## 2: Who does the recording?

The host of the meeting should be the only person with the ability to record the meeting. By default, if any of the members tries to record, they will need to get your permission. **Please do not give permission to anyone else to record the meeting.**

### 3: GDPR Made Simple – the important legal bit

Let's just start with the legal bit, because it's important and will apply to any recordings you make of your meetings. Don't worry, we'll keep it short and focused.

#### What is GDPR?

GDPR stands for **General Data Protection Regulation**. This is a law that was passed by the EU in 2018, to protect personal data belonging to all EU citizens. It sets up standards for ensuring that everyone's personal data is protected, and its impact is worldwide.

The definition of **personal data** as it pertains to GDPR is quite complex. Put simply it relates to any information that can identify you.

The legislation provides guidance of what we, as an organisation should put in place, and stipulates the list of principles that relate to individual rights.

We've summarised both of these in Appendix 1.

This is important legislation. As WIs, we are committed to complying with it.

It is not certain what will happen once we leave the EU. However, the UK will still need to comply with the GDPR legislation, so it is unlikely to change.

Rather than overload you with all the details of the legislation, we've put together some guidance to ensure that when you are considering recording meetings, you are GDPR compliant.

#### Why do recorded videos fall under GDPR?

Your videos is likely to feature images of your members, along with their names. The legislation doesn't specifically mention videos in its examples. However, we need to use common sense here. A video image and a name will identify someone as an individual, which could have consequences if it falls into the wrong hands.

By recording, and through the act of saving the video, you are in fact processing the data of those attending the meeting. Their names, their image, possibly their emails, if they are in the shot, and the fact that they have attended the meeting. During discussions, members may even unintentionally provide private information about themselves.


#### 4: Keeping it all legal

The following questions will help you to make an informed decision about whether to record your meeting.

##### What is your reason for recording the meeting?

You should have an explicit reason for recording your meeting, which you can communicate to your members. Avoid recording just because you can, or just in case you need it later.


For WI meetings, we would assume that you are recording your meeting to make it available to members who could not attend.

	<p><b>Consider</b></p> <p>At regular face-to-face meetings, members who could not attend would not have access to the meeting. The content of the meeting would be in your minutes, and you might have summarised the meeting in communications to members – by email or in a newsletter. Could you continue to do this, rather than recording the meeting?</p>
---	---

##### Where will you store your video, and for how long?

Your video recording must be stored in a secured location. That is, somewhere which requires a password to access it. This might be a Dropbox or Google Docs account.

You should only keep the video for as long as it is needed. Once it is no longer needed, it must be deleted. You need to be able to communicate this to your members.

	<p><b>File size</b></p> <p>A 30-minute video recorded on Zoom will generate a file size of 170MB.</p>
---	---

##### What do you plan to do with the video, and who will have access to it?

Do you know what you will do with the video? Will it be available to members only? Do you plan to publish it to a website? Will it be published on social media?

Whatever your intentions, who will have access to it? As our meetings are usually 'Members only', videos should not be made available to the public. Remember that you may be discussing items that are restricted to the members in your WI, or the WI in general. We strongly advise against sharing video recordings of meetings with the public. Again, this is information that needs to be communicated to members.

**Your recordings should only be available via video streaming. They should not be available as a download.**


## 5: Notification and consent

Having considered the questions we've posed, if you are going to go ahead with your recording, you will need **prior** consent from all those participating in your meeting, including your speaker.


This is what you need to tell your members:

- that you're intending to record the meeting
- why you are recording the meeting
- who will have access to the recording and for how long
- where people will be able to access the video
- how long the video will be kept.

You also need to give your members an option to object. Remember that members might want to attend but may not want to be recorded.

	If you have video editing software, you will be able to edit people out. If this is the case, let your members know that this is how you will handle a situation where members do not want to be recorded.
---	--

We recommend that you provide this information in plenty of time prior to your meeting. You could include this information in your meeting invitation.

	If you ask for permission at the start of the meeting, you are not providing adequate time for members to make a decision, and you may be putting them under pressure to agree.
---	---

Remember that people are often very self-conscious about appearing on video. Knowing that the meeting will be recorded may put some members off attending. The knowledge that they are going to be recorded may also affect their ability, or willingness, to contribute to any conversation.

Also consider whether your meeting attendance might be affected, if video recordings are made available. Members may be less motivated to attend meetings, if they can just watch the video later.

**Members have the right to withdraw their consent at any time, even after the recording has been made.**

## 6: Speaker only recording

You can set Zoom to record only the active speaker. If you **Spotlight** your speaker, their video box will appear in Speaker view. When you record, Zoom will only record their video box. Participants will not appear in the video.

You should still inform members that you are doing this, so that they are clear that they will not be included in the video. This should mean that they won't panic when they see the recording timer appear on screen.

You **must** obtain consent from your speaker. Please get an agreement in writing, which clearly states:

- your reason for recording
- where the video will be made available
- who will have access to the video
- how long the video will be available.

You must make it clear in your written agreement that you will not use the video for commercial reasons



Remember that many speakers will not want you to record their presentation. This is how they earn their money, and they will be concerned that the recording may impact on their business.

## 7: Copyright

Your video recording should be copyrighted to your WI. This prevents anyone using or sharing your video without consent. A copyright statement should appear on the video. For example:

© 2020 Newport Pagnell Women's Institute *All rights reserved*

If you are recording a speaker, they will own the copyright to their presentation, even if it appears on our video recording. We suggest using an additional line to reflect this. For example:

Video recording © 2020 Newport Pagnell Women's Institute *All rights reserved*

Presentation © 2020 Jane Smith, Creative Clothing *All rights reserved*

Your copyright statement should appear on the video itself, or on the web site or platform it appears on.

## Appendix 1: Summary of the legislation

### Rights of individuals

Under the Data Protection Act 2018, our members have the right to find out what information we store about them. These include the right to:

- be informed about how their data is being used
- access personal data
- have incorrect data updated
- have data erased
- stop or restrict the processing of their data
- data portability (allowing them to get and reuse their data for different services)
- object to how their data is processed in certain circumstances

Members also have rights when we are using personal data for:

- automated decision-making processes (without human involvement)
- profiling, for example to predict your behaviour or interests

### Organisational responsibilities

The legislation requires us to ensure that any information we hold is:

- used fairly, lawfully and transparently
- used for specified, explicit purposes
- used in a way that is adequate, relevant and limited to only what is necessary
- accurate and, where necessary, kept up to date
- kept for no longer than is necessary
- handled in a way that ensures appropriate security, including protection against unlawful or unauthorised processing, access, loss, destruction or damage