

Privacy guidance when recording meetings

This guidance document relates to using Teams or zoom for staff training events, briefings, webinars etc., where having a recording of the meeting would benefit a wider audience, or act as an ongoing learning resource. It does not cover the recording of student teaching activities – please see the [Guidance for Recording Student Participation](#).

Privacy issues to be considered:

- Anyone wishing to record a meeting should usually seek agreement from each of the meeting participants before turning on the recording feature.
- An exception to this rule may apply where a formal record of the meeting needs to be made in order to produce a transcript. This would generally only apply in circumstances where a meeting is being held as part of a formal University process eg at the request of HR. Where this is the case, the participants will be informed about the intention to record the meeting and the purpose of doing so in advance by the meeting organiser.
- Agreement from each of the participants is not required for large meetings where gathering consent individually would be impractical, eg at divisional/departamental meetings where the purpose is to impart information to staff about the University and their area of work. This allows for those that cannot attend to receive important messages they would otherwise miss. This might apply where a meeting is also being live streamed. The fact that the meeting will be recorded should be stated **in advance** so that those attending and participating, do so with the knowledge that they will be identified and can take steps to limit this if they wish to do so.
- By default, the meeting platforms will usually automatically display a message informing all those on the meeting that the meeting is being recorded. Additionally, the meeting organiser must also let participants know when recording is about to start.
- If a meeting participant has concerns about being recorded they should be reminded that they should mute their participation in the meeting.
- The meeting organiser is responsible for the onward sharing, dissemination, retention and deletion of recordings. If the intention is for the recording to be shared beyond those that have participated in the meeting, or is to be published, this should be explained to participants prior to the recording taking place.
- The recording must be shared securely eg by providing a link to the recording and limiting who has permission access to the link. SharePoint can provide this level of access control.
- For most Zoom users, recordings are stored on the Zoom cloud and automatically deleted after 30 days, so they need to be moved to approved University storage (eg SharePoint) within that time. Recordings taken by students, who do not have access to the Zoom cloud, save information locally and this also needs to be moved to appropriate storage and shared securely.
- The meeting organiser may be required to provide access to, or copies of, recordings in order to respond to information rights requests, so the same level of care regarding the content should be taken as with other University records and correspondence.

The University's privacy notices can be found here:

<https://www.manchester.ac.uk/discover/privacy-information/data-protection/privacy-notices/>

They provide information about the types of personal information collected by the University, the purposes it's used for, the legal reasons contained in data protection legislation which allows it to be used in these ways and how long the information is retained for and how individuals can exercise their rights.

Contacts:

- The meeting organiser is the first point of contact for any queries arising regarding the meeting recording.
- If the query relates to a technical issue regarding storage, access or deletion of recordings this should be referred to [IT Services](#) for queries in relation to Teams or to mediaservices@manchester.ac.uk in relation to Zoom.
- If the query is regarding matters relating to recorded personal information, this should be referred to information.governance@manchester.ac.uk.

Help on how to record Teams meetings can be found here:

<https://www.staffnet.manchester.ac.uk/modernising-it/technology/office365/teams/faqs/>