



## Audio Recording of City of Wakefield Swimming Club Meetings Procedure

Members may use their own equipment to audio record their face-to-face meetings, should they wish to, subject to any reasonable conditions the Committee chooses to impose on such recordings.

These reasonable conditions are:

- The member must inform the Chairman in advance that they wish to audio record their meeting. This is to allow the Chairman to ensure that the Committee members scheduled to carry out the meeting are willing to be recorded. If the Committee member(s) is/are unwilling to be audio recorded, an alternative appointment should be made with a Committee member who is willing.
- The member must be able to provide a complete and accurate copy of the audio recording to the Committee member at the end of the meeting. For this reason, certain devices that are capable of editing, real-time streaming or video recording the session are not approved. Non-approved devices include (but are not limited to) PCs, tablets, smart phones, MP3 players, smart watches, and devices that are not capable of providing a verifiable media copy that can be easily checked during the meeting. Acceptable formats for such recordings are restricted to CD and audio cassette only
- The member must sign a consent form in which they agree to provide a copy of the audio recording and not use the audio recording for unlawful purposes.
- Video recording of meetings is not permitted. This is to ensure the safety and privacy of Committee members and other members.

### Restrictions on members' use of recordings

If it is only the member's personal data that is being recorded then there are no restrictions on the use the member can make of the recording. However, the Committee reserves the right to take appropriate action where the recording is used for unlawful purposes – for example, if it is altered and published for malicious reasons.

### Covert recording of meetings

If the Committee member notices that a member is covertly recording their meeting, the restrictions relating to the recording of meeting should be explained to the member. If the Committee member is content to be recorded, the member is content to sign the agreement form and the member's equipment meets the specified requirements, the

meeting can continue. If this is not the case the member should be asked to stop recording. If the member refuses, the meeting should be terminated and rearranged as required.

#### Note-taking during the meetings

Members and companions attending a meeting with a Committee member are entitled to take notes for their own purposes. The member or companion may keep the notes and do not have to provide a copy to the Committee member, although the Committee member may record that notes were taken. The notes are for the member or companion's own purposes and are not an official record of the process.

Questions, comments and requests regarding this procedure are welcomed and should be addressed to [secretary@swimwakefield.com](mailto:secretary@swimwakefield.com)

#### Reference

[www.gov.uk](http://www.gov.uk)