

## MS TEAMS: RECORDING AND TRANSCRIPTION GUIDANCE

Please note: Recordings and Transcriptions of Teams Meetings are subject to the Freedom of Information (Scotland) Act 2002 and the UK GDPR/Data Protection Act 2018, where applicable, subject to the exemptions contained within the relevant legislation.

The University has the following transcription options within the MS Teams Suite, including:

- Live transcriptions – transcription happens during the meeting

IMPORTANT: When you start recording a meeting, transcription will automatically start. If you are not wishing to make a transcription, you will need to stop the transcription manually.

- Transcriptions through MS Streams – transcriptions can be produced from an existing meeting recording
- Transcriptions through MS Word – transcriptions can be produced from an existing meeting recording

This functionality can be used to produce a transcription of a meeting which is likely to include personal data of participants and third parties. This can reduce workload by reducing the need to manually take notes of meetings and provides easily accessible transcripts.

***The current position is that transcription services should not be enabled for employee related meetings such as disciplinary, grievance, capability etc and student conduct processes due to their sensitive nature.***

Best practice tips:

✓ **Do you need a transcription?**

While there are benefits to recording and/or transcribing a meeting, you should consider whether this is necessary to meet your purpose – do you always need a record of what was said and if so, would a less intrusive method such as a brief summary of key points suffice? This is particularly important if the meeting involves discussions around health; ethnicity and other “special category” data.

More information on what special category data is can be found on [Data Protection | StaffNet | The University of Aberdeen](#). For example, is explicit consent required by all participants or is it necessary for reasons of substantial public interest? If in doubt, you should discuss this with the meeting Chair in advance or consult with appropriate colleagues including the Information Governance Team

✓ **Are you informing participants?**

Ensure that participants are informed in advance that the meeting is to be recorded or transcribed, including who will have access to the files and how long this will be kept. You may want to add this information to your meeting invites. This should also be repeated at the start of the meeting or when someone joins late.

✓ **Are you checking for accuracy?**

Transcriptions are auto generated and therefore may contain inaccuracies, for example it may not pick up strong accents or rapid pace of speech. You must check each transcript for accuracy. In exceptional circumstances, where a transcription that has not been checked for accuracy needs to be shared, a clear statement informing readers that the accuracy of the record is not guaranteed should be placed at the top of the document.

✓ **Is it a hybrid meeting?**

The use of automated transcriptions is not recommended for hybrid meetings as MS Teams would identify all speakers in the room as the individual logged in.

✓ **Where and how long to keep your recording/transcription?**

Recordings (and their associated transcriptions) are kept for 60 days in the meeting organisers OneDrive. If you do not remove the expiration date, an email will be sent to you notifying you when the recording expires.

It is recommended that where you need to retain a recording or transcription for longer than 60 days, that the recording and transcription are moved securely to a more appropriate place such as a Sharepoint or 'network shared drive'. with access limited to only those who require it. It should not be retained for longer than necessary.

The University has guidance in place for recordings and transcribing of Teams Meetings including the retention of recordings. The Guidance is available here:

[CO60: MS Teams Recording Meetings](#)

[CO69: MS Stream: Working with Teams meeting recordings](#)

For more advice around the recording and transcription of meetings, please contact the Information Governance Team at [dpa@abdn.ac.uk](mailto:dpa@abdn.ac.uk)

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