

## **NAHRO POLICY ON AI RECORDING AND TRANSCRIBING MEETINGS**

**Purpose:** This policy outlines the guidelines and procedures governing the use of artificial intelligence technologies for recording and transcribing meetings at NAHRO. The objective is to ensure ethical, transparent, and responsible use of AI tools while upholding the privacy and security of all participants.

**Scope:** This policy applies to all employees, contractors, and third parties who have access to or use AI tools for recording and transcribing meetings conducted within or on behalf of NAHRO

### **Guidelines:**

#### **1. Informed Consent:**

- Participants must be informed in advance if the meeting will be recorded and transcribed using AI tools.
- Obtain explicit consent from all participants before initiating the recording.

#### **2. Purpose Limitation:**

- Recordings and transcriptions should only be used for the purpose for which consent was obtained, such as meeting documentation or reference.

#### **3. Data Security:**

- Ensure that AI tools used for recording and transcribing meetings comply with NAHRO's data security and privacy standards.
- Implement encryption and secure storage protocols for recorded content.

#### **4. Data Retention:**

- Establish a clear retention policy for recorded meeting data. Remove recordings and transcriptions when they are no longer needed for the intended purpose.

#### **5. Accessibility:**

- If transcriptions are generated, ensure they are made accessible to **authorized** participants who may require them for reference or accommodation purposes.

#### **6. Monitoring and Compliance:**

- Regularly monitor the use of AI tools for meeting recordings to ensure compliance with this policy.
- Conduct periodic audits to assess adherence to data security and privacy standards.

#### **7. Training and Awareness:**

- Provide training to employees and users on the proper use of AI tools for meeting recordings.

- Foster awareness of privacy considerations and ethical use of AI technologies.

**Violation Consequences:** Violations of this policy may result in disciplinary action, up to and including termination of employment or contract, and legal consequences in accordance with applicable laws and regulations.

**Policy Review:** This policy will be reviewed regularly and updated as necessary to reflect changes in technology, regulations, or organizational requirements.