



Listen Group Zoom Meetings

Meeting Recording



Background

Listen Group monthly Zoom meetings have been very popular with members since their inception in 2020, attracting in excess of 40 attendees each month. However, many members are unable to attend due to work or other commitments and a number of requests have been received to record the meetings so that they can be accessed by those unable to attend.

This document gives information as to how these recordings will be managed and the associated terms and conditions. Meetings invitees will be informed of the possibility that the meeting might be recorded in the meeting invitation and also in the waiting room notification with a link to the terms and conditions. By clicking to enter the meeting, attendees will be confirming their agreement to them. The meeting manager will also remind attendees if the speaker will be recorded at that meeting.



The Recording

1. Not all meetings will be recorded. This will only happen if the presenter has given their consent once the date for their talk has been confirmed (see below). There may be other reasons not to record a meeting and Listen reserves the right to exercise this at any time without notice.
2. The recording will be only of the talk and the associated presentation. The recording will start once the speaker has been introduced and finish when the formal presentation ends. The recording will be made in “speaker view” within Zoom so only the speaker and presentation will normally be visible. However, this cannot be guaranteed and, should any member become unmuted during the talk it cannot be guaranteed their video will not be visible. No recording will be made of any questions presented to the speaker afterwards (usually by a member of the Listen Committee who has collated questions from members through the “chat” facility), nor any other part of the meeting proceedings.
3. The recording will be stored within the Zoom cloud. From this a link will be created which will be published via the Listen web site (in the Meetings section for one month only, after which it will be deleted). However, this recording will be password protected and that password will be sent via email to Listen members only. Members will be requested not to pass on the password to any other party.
4. The recording will be available for one month only following the meeting and then deleted from view.
5. Members will be reminded when the notification for the following meeting is sent out of the date the previous meeting recording will no longer be accessible.
6. Members will also be reminded of meeting recording (if appropriate) whilst in the “waiting room” for the meeting and again during the meeting introduction and proceedings. However, by joining the meeting the attendee gives their permission to the recording. Zoom will also give an on-screen indication when the recording is taking place.



Speaker's Consent

No recording will take place if a speaker is in any way unhappy about this happening. Listen has made every effort to ensure the content does not become publicly available – see above. This will rely on trust that members will not download or copy such content, nor pass on to others the recording password provided to them.

Once speakers have agreed to attend a meeting, they will be provided with a link to this document for all the relevant information and provide their written consent via email for the recording to happen. Listen is most grateful to all our speakers who give up their time to talk to the group and totally understand should they prefer that the content is available only to those attending the meeting.