

Audio Recording Devices Acceptable Use Agreement – Staff

You must read this agreement in conjunction with the Online Safety and Data Protection policies and general Online Safety Acceptable Use Agreement. Once you have read these, you must sign and submit this agreement and it will be kept on record in the school. You should retain your own copy for reference. This forms part of your professional and safeguarding responsibilities.

Internet, mobile and digital technologies are part of our daily working life and this agreement is designed to ensure that all staff and governors are aware of their responsibilities in relation to their use. All staff and governors are expected to adhere to this agreement and to the Online Safety policy. Any concerns or clarification should be discussed with Lynnette Johnson. Breaches will be investigated, recorded and, where appropriate, disciplinary procedures will apply and police involvement will be sought.

Audio Recording Devices

Staff may NOT use their own personal devices to make audio recordings. Where a portable recording device is required, only audio recording devices supplied by the school will be used.

Data minimisation is a key principle of Data Protection legislation. This means that a written and digital copy of the same meeting should only be held as a formal record where there is a specific justification.

All recording devices and audio recordings must be kept secure at all times.

Portable recording devices must be destroyed securely at the end of their lifespan.

If a portable device or audio recording is lost, stolen or damaged to the point of recordings being irretrievable, or if recordings have been subject to unauthorised access, this must be reported as a data breach to Lynnette Johnson (Head teacher) and Laura Gould (deputy DPO).

Consent

Audio recording devices must NOT be used in classrooms where there are pupils present.

No one must use audio recording devices to record people at times when they do not expect to be recorded.

Participants must be told in advance if a meeting is to be recorded. The status of the recording should be clear, particularly when it is used to inform written notes/minutes and will be destroyed once these have been approved.

Consent may be recorded at the beginning of an audio recording, as part of the recording. Alternatively, obtaining written consent following the template in Appendix A is also acceptable.

For consent to be valid, the participants must be told the following;

- The name of any organisations with whom the data will be shared;
- Why you are making the recording;
- What you will do with the recording;
- That individuals can withdraw consent at any time.

Participants have the right to opt-out of being recorded or to ask that their contribution be edited. In the case of a member of staff who wishes to opt-out of a recording, Lynnette Johnson (Head teacher) may discuss the matter with that person.

Storage and Retention of Audio Recordings

All audio recordings must be transferred to the following location of the school's server:

Media Drive > Audio Recordings

This folder has restricted access. Access will be granted at the discretion of Lynnette Johnson (Head teacher) and Charli Osborne (IT and Online Safety Lead).

Recordings must be uploaded within one working day of the recording taking place. Once uploaded, they must be deleted from the recording device. Recordings that identify living individuals are subject to the General Data Protection Regulation and Data Protection Act 2018.

Once uploaded, the member of staff responsible for the recording must ensure audio recording files are renamed using the following convention:

- Date of recording (yyyymmdd)
- Name of data subject/topic/subject matter

For example: 20250404 Staff Meeting, 20250404 Jane Doe, etc.

Recordings must be destroyed no later than one week after the formal written note has been agreed (to enable time to review the recording and make any required amendments to the final written note).

Compliance, Sanctions and Disciplinary Matters for Staff

Non-compliance with this agreement exposes both staff and the School to risks. If a breach of this agreement occurs, the School will respond immediately by issuing a verbal warning, then a written warning on any subsequent breach, to the staff member concerned. If steps are not taken by the individual to rectify the situation and adhere to the agreement, then the audio recording device in question may be confiscated and permission to use the device may be temporarily withdrawn. For persistent breaches of this policy, the School will permanently withdraw permission to use the audio recording device.

User signature

I agree to follow this Audio Recording Devices Acceptable Use Agreement. I understand this forms part of the terms and conditions set out in my contract of employment.

Signature Date

Full Name (printed)

Job title

Appendix A – Written Consent Template

[illegible]