



## WLP Artificial Intelligence (AI) and the recording of meetings or conversations Framework

**This policy is applicable to the Wonder Learning Partnership (WLP)**

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<b>Chief Executive Officer (CEO) Approved:</b>	Summer Term 2024
<b>Name of Responsible Committee/Individual:</b>	Board of Trustees
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## Introduction

Otter Artificial Intelligence has the following outcomes:

- Significantly reduces time spent taking minutes within meeting.
- Removes the need for individuals to take, type and produce minutes.
- Ensures records of meetings can be made available to all colleagues with clear actions.
- Improves the quality of meetings allowing individuals to focus on the discussion rather than recording minutes and actions.
- Improves staff morale by reducing workload

## Retention and content of recordings.

Otter Artificial Intelligence is a piece of software designed and owned by an American company and so recordings are sent to and stored on a server in America while processing is complete. This raises data security issues in relation to the Privacy Shield and its compliance with UK data protection legislation.

Therefore, use of Otter is being restricted and trailed until these issues have been resolved.

- The CEO and CEO EA will trial the Technology from September 2024 until September 2025 within internal and external transcription by AI of agreed meetings only, where it is felt appropriate to use the technology.
- Written email consent for the technology must be sought from the CEO or CEO EA for it to be used by an employee for each external/internal meeting.
- Only one Trust account will be active that utilises AI or any recording software and this will be controlled by the CEO EA.
- All meeting invite requests will indicate that AI is being utilised.
- Once the AI recording has been finalised and updated, colleagues will delete all new recordings from an electronic device and cloud storage within ten working days.
- The CEO and CEO EA will have access to team's recordings that will be used for transcription purposes via the 'Groups' and permission to delete recordings, if consent has not been granted or records are not deleted within the agreed timescale.
- Colleagues are responsible for deleting all recordings.
- Meetings are not to be recorded using any other electronic device or system.
- The content of meetings should remain professional, and the identification of individual pupils or colleagues avoided if at all possible.

## Compliance

The Trust must comply with legal, statutory, regulatory, or contractual obligations related to data security.

## Policy Compliance

If any user is found to have breached this policy, they may be subject to disciplinary action. If you do not understand the implications of this policy or how it may apply to you, seek advice from your line manager.