

IOR Policy on Recordings and Transcripts Retention

Policy Framework: Meetings

Aligned with: Meeting Conduct Protocol and Meeting Rules and Procedures

Policy owner: Review Committee

Circulation: Public

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Date of next review: 2nd July 2029

1. Purpose

This Policy sets out the approach of the Institute of Refrigeration (“the Institute”) to the recording of Board, Committee, and other formal meetings, and the retention and deletion of associated transcripts.

The Policy aims to support accurate minute-taking, ensure appropriate use of recordings, and maintain compliance with data protection and governance requirements.

2. Scope

This Policy applies to:

- Board of Trustees meetings
- Committee meetings
- Ad hoc or working group meetings convened under the Institute’s governance structure

3. Policy Statement

The Institute permits the recording of meetings solely for the purpose of supporting the preparation of accurate minutes.

Recordings and transcripts shall not form part of the formal governance record and shall be treated as temporary working documents.

Transcripts shall be retained only until the corresponding minutes have been formally reviewed and approved, after which they shall be securely deleted.

4. Recording of Meetings

Where possible, meetings should be recorded by the Institute’s designated meeting facilitator or Secretariat.

All participants must be informed that recording is taking place.

In ad hoc meetings, individual Trustees or members must not make independent recordings unless this has been authorised in advance by the Chair, Secretariat, or Chief Executive, save in exceptional circumstances where recording is reasonably necessary for governance, safeguarding, legal, or evidential purposes. Any such recording must be notified to the Secretariat as soon as practicable, transferred securely, and deleted from personal devices.

5. Use and Handling

Transcripts may be generated to support drafting of minutes.

They shall not be circulated beyond those responsible for governance processes.

Where recordings are made by individuals, copies must be transferred to the Secretariat and deleted from personal devices.

6. Retention and Deletion

Recordings and transcripts shall be retained only until minutes are formally approved.

Following approval, all recordings and transcripts must be securely deleted.

Notwithstanding the above, where a meeting is reasonably considered to involve a potential breach of the Institute's policies or codes of conduct (as in force from time to time), the Institute may retain relevant recordings and transcripts beyond the point of minutes approval.

An attendee may also request that a recording or transcript be retained where they reasonably believe it may be relevant to a complaint, grievance, conduct concern, safeguarding matter, dispute, or legal proceedings. Upon receipt of such a request, deletion shall be suspended until the request has been considered and a decision documented.

Such retention shall be strictly limited to what is necessary for the purposes of investigating, reviewing, or taking action in relation to the matter, including any governance, disciplinary, or legal processes.

The decision to retain recordings or transcripts under this provision must be formally documented, including the rationale for retention, the scope of material retained, and the intended retention period.

Such decisions shall be authorised by a Trustee of the Institute, or by a senior staff member acting under delegated authority from the Trustees, and a record of such decisions shall be maintained by the Secretariat.

Retention beyond approval of minutes shall not be used as a general precaution or for convenience. It must be linked to a specific identified governance, disciplinary, safeguarding, regulatory, legal, or employment-related purpose.

Any continued retention and processing shall be carried out in accordance with Section 9 (Data Protection and GDPR Compliance). Access shall be limited to those persons who require it for a specific

identified governance, disciplinary, safeguarding, regulatory, legal, employment-related, or investigation purpose.

Any extended retention decision shall be reviewed at appropriate intervals and at least every 28 days, or sooner if the relevant matter concludes. The outcome of each review shall be documented.

Recordings and transcripts retained under this provision shall be securely deleted once the matter has been concluded, unless continued retention is required for legal or regulatory reasons.

7. Responsibilities

The Secretariat is responsible for managing recordings, storage, and deletion.

Chairs are responsible for ensuring participants are informed and compliance is maintained.

Trustees and members must comply when making recordings.

8. Review

This Policy shall be reviewed at least every three years.

9. Data Protection and GDPR Compliance

Processing of recordings and transcripts shall comply with UK GDPR, the Data Protection Act 2018, and the Institute's Data Protection Policy.

The lawful basis for routine recording of meetings is the Institute's legitimate interests in maintaining accurate governance records and supporting effective administration, provided those interests are not overridden by the rights and freedoms of participants.

Where recordings or transcripts contain special category data, criminal offence data, safeguarding information, grievance material, disciplinary material, or other sensitive personal data, additional safeguards shall be applied, including stricter access control, documented retention justification, and secure deletion.

Recordings and transcripts may be disclosable in response to a valid Subject Access Request, legal request, regulatory request, or formal investigation while they remain held by the Institute.

Where continued retention is required, the rationale, lawful basis, access restrictions, review date, and deletion date shall be documented.

Modification of the Statement of Conduct read out at the beginning of all meetings:**Statement of Conduct:**

In all IOR communications and meetings, we commit to conducting ourselves with integrity, fairness, courtesy and respect for others. We will avoid or declare any actual or perceived conflict of interest, whether business, personal or otherwise, in accordance with IOR policies on Conduct and Conflicts of Interest.

Recording Notice:

This meeting will be recorded to support accurate minute taking. The recording and any transcript will be handled in accordance with the IOR's Recordings and Transcripts Retention Policy, including its provisions on limited further retention.

10. Review and Governance

This policy forms part of the Institute's governance framework and will be reviewed at least every three years and updated in line with changes to regulation, guidance, or Institute policy

11. Queries and Further Information

Queries or questions related to this policy document should be addressed to the CEO.