West Keal and Keal Cotes Parish Council

Audio Recording Policy **04 February 2026**

1. Purpose

In accordance with the Council's Standing Orders, the Clerk may make an audio recording of council and committee meetings solely to assist in the preparation of accurate minutes. These recordings are an administrative aid only and do not form part of the official record.

2. Notice of Recording

At the beginning of each meeting, the Chair or Clerk shall inform those present that an audio recording is being made for minute-taking purposes

3. Status of the Recording

a. The written minutes, once approved, constitute the Council's only formal and lawful record of proceedings.
b. Audio recordings shall not be used to challenge or replace the approved minutes.
c. Recordings will not be published or shared except where required by law or by a valid information-rights request.

4. Data Protection and Access

a. Audio recordings may contain personal data. They shall be stored securely and handled in accordance with applicable data protection legislation and the Council's privacy policies.
b. Access shall be restricted to the Clerk and, where necessary, the Chair or other authorised persons for lawful reasons such as audit, governance, or legal matters.

5. Retention and Disposal

a. The recording shall be retained only until the minutes of that meeting have been approved at the next ordinary meeting.
b. Once the minutes are approved, the recording shall be deleted within 7 working days, unless retained temporarily due to an ongoing complaint, legal process, or investigation.
c. Any extended retention shall be documented and reviewed regularly.

6. Recording by the Public or Press

Where members of the public or press wish to film, photograph, or make their own recordings of a meeting, they must do so in accordance with the Council's Standing Orders on the "rights of the public to report on meetings" and any supplementary Council policy.