



CCS Recordings Policy

CHANGE HISTORY

VERSION	STATUS	ISSUE DATE	AUTHOR	COMMENTS
0.1	Draft	16/05/2025	Rachel Clarke, CCS Secretariat	First Draft for submission to CCS Modification Panel
0.2	Draft	18/03/2026	Alexandra Scott, CCS Secretariat	Updated to reflect the features of MS Teams Premium, and revise data retention periods
1.0	Final	01/04/2026	Alexandra Scott, CCS Secretariat	Approved by CCS Modification Panel

DOCUMENT CONTROLS

REVIEWER	ROLE	RESPONSIBILITY	DATE
Rachel Clarke	Senior Consultant	Owner	16 th May 2025
Andy Knowles	Principal Consultant	QA Review	16 June 2025
Alexandra Scott	Consultant	Owner	18 March 2026
Abigail Hermon	Strategic Account Manager	QA Review	23 March 2026
T&SCo & User members	CCS Modification Panel	Approval	1 April 2026

1. INTRODUCTION

The purpose of this policy is to provide a transparent framework for the control of meeting recordings and transcripts for meetings held under the auspices of the CCS Network Code.

2. RECORDING POLICY PRINCIPLES

- A. Meetings may be recorded by the Secretariat using Microsoft Teams, including the use of AI-enabled summary functionality, for the sole purpose of supporting the accuracy and completeness of meeting minutes.
- B. Recordings will not be published and will not be used for any purpose except ensuring the accuracy of minutes and will not be shared outside of Talan.



- C. In the event that Talan intends to record a meeting, a statement will be included to that effect on the final agenda Prior to the meeting, and the meeting Chairperson will advise parties of the fact at the commencement of the meeting as well as to all parties who join the meeting after its commencement.
- D. The recording will be paused at the request of the Panel Members. In each case, Talan will confirm when the recording has started and when it has been paused or stopped.
- E. By attending and/or participating in the meetings held under the CCS Network Code, attendees agree that their contributions will be recorded for the purposes of accurate preparation of the minutes. However, if attendees do not wish to be recorded attendees should inform Talan 2 business days before the meeting.
- F. Once the meeting recap file (including integrated recording and transcript) has been created by Microsoft Teams, Talan will store the file in a secure location on its server. Internal access to the file will be strictly controlled in accordance with Talan procedures and only made available to those who require access for the purpose for which the recording is made.
- G. The approved meeting minutes will always form the agreed record of the meeting, and parties will not be able to interrogate the audio recording to challenge the minutes.
- H. The meeting recap will be destroyed within 25 business days of the meeting.
- I. The purpose of capturing the meeting audio and transcript is not to produce a verbatim set of minutes. Talan will continue to ensure that minutes capture an appropriate level of detail, including discussions, agreements, dissenting views and actions, and will not seek to recreate a word-for-word record of the meeting.
- J. This Policy does not undermine any individual's rights to formally request access to data held by Talan under General Data Protection Regulations (GDPR).