

Recording Internal Meetings Guide

Disclosure

- At the start of any recording, the meeting host must clearly state: *“This meeting is being recorded.”*
- If someone objects to being recorded, they should be asked to leave.
 - **Important note:** For internal eMoney meetings or meetings that are part of an employee’s role (e.g. Client Services or Sales), recording is required as part of job responsibilities.
- Recordings are intended to support clarity and collaboration – not for surveillance.

Meetings That Can Be Recorded

Recording is appropriate when it adds clear value and supports broader access to communication:

- **Training, onboarding, and knowledge-sharing sessions**
Helps new hires and team members catch up – typically low risk of personal information being shared.
- **All Hands or Town Halls**
Content is planned and intended for wide distribution to employees.
- **Project kickoffs and technical walkthroughs**
Supports alignment and allows teams to revisit key decisions and instructions.
- **Meetings where documentation is critical**
Includes policy rollouts, process updates, and regulatory or safety communications.

Meetings That Should Not Be Recorded

Avoid recording when it may impact trust, privacy, or open dialogue:

- **Performance conversations**
1:1s, coaching, feedback, and performance reviews
- **Sensitive PX or employee relations discussions**
Investigations, complaints, or disciplinary actions.
- **Brainstorming or early ideation sessions**
Recording can limit creativity and psychological safety.
- **Meetings involving personal information**
Increases risk of mishandling private data.

- **Informal team check-ins**
Daily standups, casual syncs, and morale conversations.
- **Meetings with external participants who object**
If an external attendee does not consent, the meeting should not be recorded, or they should not attend if recording is required.

Guidance for Meeting Leaders

Be transparent and set expectations

- Inform participants in advance the meeting will be recorded.
- Explain the purpose and how the recording will be used.
- Clarify what is being captured (audio, video, screen share, chat).
- Ensure you know how to control the recording and pause/stop if needed.
- Verify the recording indicator is off before transitioning to any sensitive or personal discussion.

Record with intention

If the recording won't be watched again or add meaningful value, don't record.

Protect privacy and psychological safety first

Avoid recording sensitive discussions, personal data, or conversations requiring open dialogue.

Follow legal and compliance requirements

- Always disclose recordings from the start.
- Store recordings securely in approved locations.
- Never record without participant knowledge and consent.

Communicate clearly with your team

- When recordings are appropriate
- How long recordings are kept
- Who can access them

Use recordings responsibly**

- Recordings should never be used to:
 - Monitor productivity
 - Evaluate employee performance
 - "Catch" mistakes

****Exception:** Recording may be used for training or evaluation only when part of an approved program and employees have been notified in advance.