

## RECORDING OF MEETINGS/HEARINGS

Please note that Carmarthenshire County Council does not record disciplinary meetings/hearings, however, a note taker will normally be present to take an accurate note, a copy of which will subsequently be made available to all parties. At the same time, Carmarthenshire County Council, as a Data Controller, does not normally permit the recording of disciplinary meetings/hearings by an employee (or his/her representative/support), given the sensitive and personal data which may be discussed. In the event of a request to record being granted by the Local Authority, the employee must agree to provide a copy of the recording to the Local Authority within 48 hours of conclusion of the meeting. Further, as a Data Controller and organiser of the meeting/hearing, Carmarthenshire County Council confirms that copyright of the recording and any subsequent transcript will belong to and remain the property of the Local Authority, ensuring protection of the data contained therein and its ongoing compliance with Data Protection legislation.

Employee to complete as appropriate:

- I (or my representative/support) do not intend to record this meeting/hearing
- I (or my representative/support) intend to record this meeting and confirm that a copy of the recording will be made available to Carmarthenshire County Council within 48 hours of conclusion of the meeting. I acknowledge that copyright for this recording and any subsequent transcript made will be the property of Carmarthenshire County Council

DATE OF MEETING/HEARING: \_\_\_\_\_

EMPLOYEE NAME: \_\_\_\_\_

EMPLOYEE SIGNATURE: \_\_\_\_\_