

# Recording / Transcription of online meetings

## Information for meeting / call participants and consent



**Note: This meeting / call will be recorded / transcribed. Please read this information carefully before giving your consent.**



### What is a transcript?

A transcript includes the spoken words with references to display names, **resulting in a text file**.



### What is a recording?

A recording can capture profile pictures, video, and voice, along with display names, **resulting in a video file**. Additionally, a transcript is created.



### Who will be recorded / transcribed?

The focus is on the **speaker(s)**, of which Bosch would like to record the profile picture, display name, video and voice. However, it can happen that also the display name, profile picture, the video of **other participants** who are inactive are recorded. Messages in the meeting chat could also become part of the recording.



### Why is the meeting recorded / transcribed?

The meeting is recorded / transcribed for **internal communication, knowledge transfer and documentation purposes only**, e.g., if invited colleagues cannot participate.



### To what do I consent?

You **consent** to the recording / transcription of your profile picture, video and voice, as well as display name. This includes:

- The **alteration** of recordings by electronic processing (e.g., retouching, cutting)
- The **summarization** of the meeting content
- The **reproduction** of the recording (e.g., making a copy)
- The worldwide **transfer** of the recording to other Bosch legal entities
- The worldwide **public performance** of the recording within Bosch
- The worldwide **publication** within Bosch-internal print- and online-media (including internal social media platforms)



### Who is responsible for the recording / transcription and the publication?

Internally responsible for the recording/transcription and publication is the **respective department**, which records and publishes the video / transcript.



### When will the recording / transcription start?

Before the start a **pop-up window** shows that the recording / transcription will start. You may also find a banner hint in MS Teams that the recording / transcription started.



### How can I minimize my personal data, which is recorded / transcribed?

**Please turn your camera and microphone off, to ensure it is not part of the recording / transcription.** You don't need to activate them. Also avoid sharing personal information via chat, as chat messages may also be included in the recording / transcription.



### Will the recording / transcript be published? When will it be deleted?

The recording and transcript will be used for **internal purposes only**. For editing or internal review, the content may be temporarily stored on departmental channels (e.g., as MS Teams, SharePoint Online, or network drives).

For internal publishing, Bosch Tube may be used. The content will **be deleted once it is no longer needed** for the stated purpose.



### Which rights do I have?

You have the right to request access to the personal data concerning you, as well as the right to rectification, the right to erasure, the right to restriction of processing and the right to data portability. Insofar as you have given us consent to process your personal data, you may revoke this consent at any time with future effect.

In case of questions, please contact [your ISP Office](#).

The data protection officer can be reached via [dpo@bosch.com](mailto:dpo@bosch.com).