

Recording Privacy FAQs

AI-ready governance — your questions answered for general counsel, governance officers & board administrators.

Boards are ready to use Artificial Intelligence (AI), but it's normal to have questions about recording. This document explains how OnBoard handles **meeting recordings**, **transcripts**, and **AI-generated minutes**, with answers commonly requested by **general counsel**, **governance officers**, and **board administrators**.

Quick Answers

Q	A
Does OnBoard auto-record?	No — only when a Meeting Administrator configures the Recording Assistant.
Who can access recordings?	Only Meeting Administrators. Readers and Contributors cannot.
Can we delete the recording?	Yes — at any time, manually or via your retention policy (default: 90 days).
Are recordings used to train AI?	Never. Your data stays inside your OnBoard instance.
Can we use AI without recording?	Yes — AI Agenda and AI Assist require no recording.

Recording & AI Minutes

Does OnBoard Automatically Record our Board Meetings?

No. OnBoard does not automatically record anything. Recording happens **only** when a Meeting Administrator configures settings so the OnBoard Recording Assistant will join the Zoom or Teams meeting.

If the Recording Assistant is **not** configured and manually admitted into the meeting, there is **no recording**, **no transcript**, and **no AI-generated minutes** created from recording.

How Does the OnBoard Recording Assistant Work?

The Recording Assistant joins your Zoom or Teams call **only when configured** by your administrator (as an attendee).

- Your organization controls whether the Recording Assistant joins at all.
- No invite = no recording workflow starts.

Where Does the Recording Go?

When the Recording Assistant captures the meeting:

- The recording is transferred to **OnBoard's secure infrastructure**.
- The **source copy is deleted promptly** once OnBoard takes custody.
- The recording is **never** sent to train a public AI model.

Your organization controls: who can access the recording, how long it is retained, and when it is deleted.

Who Has Access to the Recording and Transcript?

- **Only Administrators** of the meeting have access to the raw recording or transcript.
- **Meeting Readers** and **Meeting Contributors** do not have access to the raw recording or transcript.
- Access controls follow the same **permission model** used for other board materials in OnBoard.

Can we delete the recording after the minutes are created?

Yes. You control the recording and can manage it under your document retention policies. By default, the recording will be automatically deleted after **90 days**.

What is the typical workflow?

1. The OnBoard Recording Assistant joins the meeting and captures the recording.
2. The recording is transferred to OnBoard's secure infrastructure and transcribed.
3. **AI Minutes** generates a meeting outline based on the recording and transcript.
4. Meeting Admins use AI Minutes to automatically generate the first draft of the minutes.
5. The board administrator reviews, edits, and finalizes the minutes.
6. The recording, transcript, and outlines are deleted together as a set, based on your retention policy.
7. The finalized minutes become the official record.

Are Recordings Discoverable in Litigation or Regulatory Examination?

In general, **non-privileged** material relevant to a matter can be subject to discovery obligations, including meeting recordings, transcripts, and minutes.

What OnBoard provides:

- Tools to manage recordings based on your document retention policies.
- Full lifecycle control: you decide **when recordings are created, who has access, how long they are retained, and when they are deleted**.
- Clear framing: **minutes are the official record**, and recordings are used as a drafting input to produce them.

Best practice:

- Work with your general counsel to adopt a recording retention and deletion policy before enabling AI Minutes.
- Many organizations set a defined deletion window (example: **7–14 days after minutes are approved**).

Using OnBoard AI Without Recording

What if Our Board Doesn't Want to Record Meetings at All?

That is completely fine. OnBoard's AI suite includes features that do **not** require any recording.

Which AI Features Require Recording?

Feature	Requires Recording?	Description
AI Minutes	Yes	Drafts minutes from a temporary meeting recording.
AI Agenda	No	Helps draft and structure meeting agendas.
AI Assist	No	AI-powered writing and document assistance.

Many boards start with **AI Assist** and **AI Agenda** to save time without recording. They can add **AI Minutes** later, on their own timeline.

Transcript Storage & Deletion

Are Transcripts Stored?

- Transcripts are generated from the recording and exist within OnBoard's secure environment.
- Transcripts follow the same access controls, encryption, and data isolation protections as other board materials.
- When you delete minutes artifacts (manually or via auto-deletion), the **recording, transcript, and outlines are deleted together** as a set.
- There is no scenario where the recording is deleted but the transcript stays.

Legal & Compliance Questions

Are AI-Generated Minutes Legally Different From Manually Drafted Minutes?

- AI-generated minutes that are reviewed, approved, and adopted by the board are **legally equivalent** to manually drafted minutes.
- AI may draft the minutes, but a human reviews and approves them.
- The approved minutes are the official record regardless of how the initial draft was produced.

How is OnBoard AI Different from Public AI Tools (Like ChatGPT)?

The core difference is **control**. OnBoard is designed so your organization controls what is recorded, who can see it, how long it exists, and when it is deleted. OnBoard does **not** use your data to train the platform the way public tools might. Your information stays secure inside your OnBoard instance.

Feature	OnBoard AI	Public AI Tools (e.g. ChatGPT)
Data used to train AI?	No	Potentially yes
Organization controls access?	Yes — role-based	No
Audit trail?	Yes	No
Data isolation?	Yes — per org	Shared environment
Retention control?	Yes — full lifecycle	No
Recording required?	Optional	N/A

Recommended Actions — Board-Friendly Checklist

What Steps Should We Take Before Enabling AI Minutes?

- **Discuss recording with general counsel** before enabling AI Minutes. Suggested framing: "We want to use AI to draft minutes. The recording is temporary and deletable. What retention policy should we adopt?"
- **Start with non-recording features** first (AI Agenda or AI Assist). Let directors experience value before deciding on recording.
- **Adopt a recording retention policy** (example resolution language is provided below).
- **Pilot with a committee meeting** before using AI Minutes for the full board.
- **Communicate clearly to directors** using plain language (example message below).

Example Retention Policy Language

"Recordings used for AI-assisted minutes drafting shall be deleted within [7/14] days of minutes approval. The approved minutes shall constitute the sole official record of the meeting."

Example Director-Facing Message

"We're using AI to draft minutes from a temporary recording. The recording is deleted after minutes are approved. Only the administrator has access to the recording during the drafting process."