

Institute of Community Directors Australia

AI Recording Technology in Training Policy

Last updated: May 2025

1. Purpose

Artificial intelligence (AI) tools provide opportunities to speed up and fine tune our work; however, such tools – particularly those that allow recording, summarising and/or sharing of private conversations and images – can also present challenges to privacy, diversity of thought and people's feelings of psychological safety.

The Institute of Community Directors Australia (Community Directors, we) is committed to upholding ethical practice and respecting privacy in its operations. This policy aims to protect data, protect personal privacy, enable open conversations, and ensure our staff and training attendees maintain control over their contributions.

It outlines how we approach the use by any attendee of artificial intelligence (AI) recording technology in our events and online interactions, with a focus on transparency, consent, privacy, intellectual property (IP) protection, and our approach to teaching.

As a general rule, we do not support the use of such tools in Community Directors training, other than those used by our own staff for the purposes of sharing recordings of training sessions to those who could not attend them.

Any requests for us to grant an exception to this rule should be made to Community Directors staff prior to the commencement of the session.

2. Terms

Artificial intelligence (AI): The simulation of human intelligence in machines and tools that are programmed to think, learn and solve problems independently.

AI recording technology: AI-powered applications or features such as Fathom, Otter and Zoom AI Companion that attend and record online events alongside or independently of invited participants and provide transcriptions and summaries. For the purposes of this policy, electronic and AI-powered recording tools and devices are included in this definition.

Attendees: Anyone participating in training organised by Community Directors.

Community Directors: The Institute of Community Directors Australia.

Informed consent: In the context of this policy, "informed consent" refers to having a clear understanding of how a recording will be stored, used, owned and accessed, and consenting to this.

Intellectual property (IP) of Community Directors: Original content, materials, ideas, expressions, voice, or images, created or shared by Community Directors staff, contractors, or participants, which are legally protected and must not be used, copied, recorded, or distributed without explicit permission from Community Directors.

Recording: This policy covers AI recording technology as well as other methods of recording and summarising training sessions.

3. Guiding principles

3.1 Privacy protection

We respect the privacy of our staff and training participants. We understand that being recorded can make people feel uncomfortable, and we are committed to creating an environment where everyone feels safe and respected.

3.2 Diversity of thought

We recognise that when people know they are being recorded, they may modify their behaviour, often becoming less candid. This can limit the diversity of thought and disagreement necessary for learning, problem solving and good governance.

3.3 Transparency

We believe it's important to share information, decisions, and processes with stakeholders as openly and fully as we can.

3.4 Our approach to teaching

Our approach to teaching prioritises helping participants to interact with each other so they can apply what they've learnt and build a sense of community. This way, participants share their own reflections and hear and learn from their peers.

Given the guiding principles set out above, there is a significant risk that using AI recording technology would have a negative effect on participants' ability or willingness to engage in this manner. Community Directors courses regularly use online "breakout rooms" to encourage open and candid conversations, and AI recording technology may inhibit this. Our approach to teaching is thus inconsistent with the use of AI recording technology.

3.5 Diversity, inclusion and learning support

Community Directors is committed to enabling diversity among its body of participants, and to ensuring that all participants are able to engage fully in learning and feel fully included. To this end, Community Directors will do everything in its capacity to support students with special needs – for example, needs related to vision, hearing, mobility, movement, trauma, language, cultural background, comprehension or neurodiversity. For information on the types of support Community Directors is able to provide, see 4.3 and 4.6.

3.6 Informed consent

Informed consent for recording or transcribing should never be assumed and should always be explicitly sought before any AI recording technology is used to record, transcribe, or automatically summarise conversations.

3.7 Psychological safety

We understand that some individuals may feel uncomfortable refusing a request for AI recording technology to be used in a training session. Therefore, it is important that Community Directors staff feel empowered by this policy to not provide their freely given and informed consent to the use of AI recording technology in training sessions.

4 Policy

4.1 Requesting consent.

Informed consent for recording or transcribing should always be explicitly sought before any AI recording technology is used to record, transcribe, or automatically summarise conversations. To ensure organisers and participants have an opportunity to appropriately consider and privately respond to any such requests, permission should be sought *before* a session begins and should include all relevant context, including: who will be recording; why they will be recording; what technology they will use for the recording; where data will be stored; how long it will be retained; how it will be transmitted; and to what use it will be put. (see 4.7)

4.2 The answer is usually no.

We reserve the right to refuse any requests to use AI recording technology, including and especially:

- Where informed consent has not been sought and granted.
- Where the recording is held not by Community Directors, but by a participant or their organisation.
- In sessions involving external delivery partners.
- Where data controls are unknown or involve transmission or storage of data outside of Australia.
- In breakout rooms hosted by Community Directors.
- Where the benefits of using such technology does not, in our view, adequately compensate for any conflicts with our principles.

4.3 Breakout rooms

AI recording technology is not permitted in breakout rooms hosted by Community Directors.

4.4 Disabling unauthorised devices

Community Directors reserves the right to remove any AI recording technology from a training session.

4.5 Supporting diversity and learning needs

Community Directors is committed to supporting the learning needs of training participants, so the following measures are in place:

- Recordings of one-hour webinars are retained and made available to registered participants. These recordings will expire after 28 days.

- Transcripts of one-hour webinars can be provided to participants upon request.
- Interactive training is not recorded. Community Directors will email the slide deck and a summary of the presentation to participants upon request.
- Participants are invited to inform Community Directors staff of any specific learning needs they have. Staff will work with them to establish how they may be accommodated.

4.6 Intellectual property

Community Directors reserves the right to protect its intellectual property (IP) and the IP of its training participants, and the use of any content, voice, or image without permission may result in legal action.

4.7 Requesting consent

If attendees believe they have a need to use AI recording technology that falls outside this policy, they should email their request for an exemption, with details of their need, to info@communitydirectors.com.au.