

<b>IT Policy</b>	<b><i>PD Ports Web Conference Recording Policy</i></b>
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Created By:	Richard Ellison
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## Scope

This policy is applicable to all attendees of any internet-based conference (“Webinar”) hosted by PD Ports.

## Purpose

The purpose of the Web Conference Recording Policy is to set out the rules governing how PD Ports will manage the recordings of any Webinar that it hosts.

## Policy

PD Ports host and record Webinar’s which will include attendees from within PD Ports and external companies for Public Relations and Marketing purposes.

Webinar attendees will be notified in advance of the webinar and if the webinar will be recorded. Attendees will also be advised when they connect to the Webinar that the webinar is being recorded and must make an affirmative action to provide consent if they wish to be an attendee. If an attendee does not provide affirmative consent, then they will not gain entry to the webinar.

The Chair of the Webinar will also announce to all attendees that the Webinar is being recorded, if any such recording is to take place. If an attendee does not wish to be part of a recording, they should immediately leave the webinar.

Webinar recordings will not show attendee names unless an attendee submits a question. Recordings will only show images of presentations, presenters and any attendees who poses a question and have their webcam activated.

Webinar attendee lists are not shared outside of PD Ports and, where possible, will only be shared with PD Ports attendees, PD Ports Marketing, Commercial and Public Relation teams.

Recordings will be shared across content streaming services, such as YouTube, and will also be stored on internal PD Ports servers. Recordings will be kept for a minimum of 12 months. All attendees will receive an email after the webinar advising them where a recording of the Webinar can be viewed. As recordings are stored on the internet, all attendees should be aware that webinars can be viewed outside of the UK.

## Revision Table

Date	Revision Detail	Revised By	Version
13.01.2021	Document printing	R Ellison	1.0
18.04.2023	Updated to new format	A Sowerby	1.1
26.02.2023	Review Document – No changes	A Lord	1.2
30.10.2025	Review Document – No changes	A Lord	1.2