Welham House, Travellers Lane, Welham Green, AL9 7HF

Meeting Recording Consent Form

Why we record

To give you our full attention during our meeting, we use an AI note-taking device (Plaud) to record the conversation. The recording is transcribed and summarised automatically so we have an accurate record of what was discussed and agreed.

How your information is used

- The recording, transcript and summary are used only to record the details of our meeting, prepare quotes or proposals, and follow up on what we discussed.
- They are stored securely and can be accessed only by The Marble Group staff involved in your enquiry or order.
- Plaud processes the recording on our behalf under a data processing agreement. Plaud is independently certified to ISO/IEC 27001 (information security) and ISO/IEC 27701 (privacy), holds a SOC 2 Type II audit report and is GDPR compliant. Recordings are encrypted, and Plaud does not use them to train its AI.
- Once a summary of the meeting has been created and saved to your customer record, we delete the recording. Recordings are never kept for more than 3 years.
- Summaries are kept for as long as they are needed for your enquiry, order or ongoing service.
- We will never sell your information or use the recording for marketing.

Your rights

Taking part in the recording is voluntary. You can refuse, or ask us to stop at any point during the meeting, and we will take written notes instead. Under UK data protection law (UK GDPR), you can ask for a copy of the recording or summary, or ask us to delete it, by contacting info@themarblestore.co.uk.

Consent

By signing below, I agree to this meeting being recorded and transcribed as described above.

Name: _____

Signature: _____ Date: _____