

BoardCue Live Meeting Participant Privacy Notice Template

Version: 30 August 2026

Status: Customer template

Short meeting-start notice

This meeting is using BoardCue Live to create a transcript and support board/committee governance. [Organisation name] is the data controller for the meeting content. BoardCue is a governance support tool and its transcript/AI outputs are reviewed by people rather than treated as automatically authoritative.

If browser or operating-system speech recognition is being used, speech processing is provided through the organisation-approved browser/device environment and may be processed by that browser or operating-system provider under its own arrangements.

The resulting transcript and governance outputs are available only to authorised users under [Organisation name]'s access and retention rules. Please raise any concern with [privacy/DPO contact].

Full notice fields

Field	Customer to complete
Controller	[Organisation name and contact]
Purpose	Board/committee governance, transcription, meeting record support, governance analysis and follow-through.
Lawful basis	[Article 6 basis and Article 9 condition where applicable]
Transcription route	[Browser/OS speech recognition / other approved route]
Who can access	[Board/committee membership and authorised governance/support roles]
Retention	[Customer retention rule / link]
Rights and complaints	[Customer DPO/privacy contact]
BoardCue processor	ADEPTABLE LTD, privacy@boardcue.live

Important customer note

The meeting host should not describe participant attendance as consent unless consent is genuinely the lawful basis. The notice should identify the actual controller basis and organisational policy.