Meeting Recording Rules

What happens to audio, text and the finished summary.

Updated: 1 November 2026

> Agree with participants first.
>
> Audio stays with the person recording.
>
> Check the summary before relying on it.

This feature helps authorized booth staff keep a record of business conversations. It is not intended for covert recording or identifying people by their voice.

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01 Before recording

Tell everyone present about the recording, transcription and summary. Obtain consent where required. If someone objects, do not start recording or stop it.

Microphone permission concerns the app’s access to the device. It does not confirm other participants’ consent. Do not rely on the app to automatically check that every person has agreed.

02 What stays on the device

Speech recognition runs on the device. Audio is not sent to SmartEx servers or the language model provider. It may remain with the person recording so they can listen again, including if a summary is inaccurate.

SmartEx does not create a voice profile or identify people by voice. The speech recognition model is not trained on your recordings.

You can delete the local file using the app. Deleting your server account does not by itself delete the file from your device.

03 What is sent and who can access it

The conversation text is sent to SmartEx and the REG.Cloud language model service for cleanup and summarization. Text and processing results are stored on the server.

Both sides of the meeting can receive the shared summary. Original and cleaned transcripts are restricted to the recording side according to employee permissions. Audio is not automatically forwarded to anyone.

By mutual agreement, the person recording may independently share audio with other participants using a method available to them. They must have the necessary rights and consents to do so.

04 Using the result

Check names, figures, conditions and agreements. Automatic text can contain errors and does not replace signed documents.

Do not use materials to invade privacy, disclose protected information, pressure participants or pursue other unlawful purposes.

05 A short notice to participants

“I would like to record this meeting to get a transcript and summary in SmartEx. The audio will stay on my device. The text will be sent to the server to prepare a summary available to both sides. Do you agree?”

This is an example of a clear notice, not evidence that consent has already been obtained. The form of consent must suit the circumstances and applicable law.

06 Contact

Personal data enquiries: data@smart-expo.ru. Privacy policy: https://smart-expo.ru/en/privacy.

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