



HCA Meeting Privacy, Recording, and AI Note-Taking Policy

To protect the privacy and confidentiality of HCA meetings and discussions, **only designated HCA administrators are permitted to record meetings or enable AI note-taking tools**. The use of personal AI note-takers, recording agents, or similar services by attendees **is prohibited** in all HCA meetings.

Additionally, recording or transcribing conversations, including through the use of AI notetakers, without the informed consent of participants may also violate applicable privacy and recording laws in many jurisdictions.

Where meetings are recorded or transcribed by authorized HCA administrators, participants will be notified in advance, and any applicable consent requirements will be observed.

Meeting notes, recordings, and other relevant materials will continue to be made available to participants, as appropriate, through channels designated by group administrators and leads.

For questions, concerns, or suspected violations of this policy, please contact HCA@humancellatlas.org. All reports will be handled confidentially and reviewed as appropriate.

Date: 22 October, 2026