



ISLE OF MAN



Guidance on the use of audio recording

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Version Control

Version	Date Published	Comments
1	July 2024	Initial version
2		
3		
4		

Important note: *This document has been drafted with the intention that it is helpful and informative to any person interacting with the Isle of Man Gambling Supervision Commission (the "GSC") in respect of attendance before officers (i.e. staff) who have been authorised to act on behalf of the Commission, when such meeting/interview/hearing is being audio recorded.*

1. Background

- 1.1. The GSC will in various circumstances audio record its interaction with a person.
- 1.2. The GSC's 'Enforcement Strategy' documented on its website details (paragraph 12.6), in particular, that when exercising powers compelling people to attend before it, such meetings will be audio recorded.

2. Why are meetings recorded?

- 2.1. Audio recordings provide an exact record of what was said during any interaction by each of the parties. It is far more efficient than attendees attempting to hand write a contemporaneous note or type verbatim in real time.
- 2.2. The GSC utilises recording equipment that complies with best practice.

3. What does the GSC do with audio recordings?

- 3.1. Where necessary to do so in support of its risk based decision-making, or in support of its enforcement decision-making processes, the audio recording will be transcribed.
- 3.2. Any transcription, along with the original audio recording, will be maintained by the GSC in accordance with its record retention policies.
- 3.3. All information obtained by the GSC is classified as 'restricted information¹' and can only be disclosed by the GSC in limited circumstances.
- 3.4. Any person's information is processed in accordance with the Isle of Man's Data Protection Law. The GSC's privacy notice can be viewed here: <https://www.isleofmangsc.com/gambling/gambling-privacy-notice/>

4. Is a person attending before the Commission entitled to a copy of the audio recording?

- 4.1. Whilst there is no entitlement in law to be provided with a copy, the GSC will, if requested to do so, provide a person attending (or their advocate) with a copy of the audio file.
- 4.2. If a copy of the audio file is requested, the timing of when it is provided to the person will be determined entirely at the discretion of the GSC. If there are connected meetings, or any sensitivities to the discussion, the GSC will delay the provision of the audio file to a time/date of its choosing.

This document is correct at the date of publication but is subject to change from time to time.

¹ See Schedule 2 to the Gambling Supervision Act 2010