Conversation Participant Consent to Audio Recording and Automated Processing of the Recording

recommended form; consent may also be obtained in another form that allows the fact of its receipt to be confirmed

I, _____, address _____, identity document: _____, give _____ (hereinafter - the Service User) consent to the audio recording of our conversations (meetings, interviews, consultations) and to the processing of the recordings on the following terms.

1. Purpose: preparation of a text transcript of the conversations for _____ (specify the purpose, for example: work with me under a contract, minutes of a meeting, research materials).

2. Data: audio recordings of the conversations, my voice and speech in them, my name and information that will be mentioned in the conversation, - including, if mentioned, information about my health, intimate life, beliefs and other special categories of personal data.

3.
Actions: recording, storage, systematization, use, updating, transfer to a processor, deletion and destruction; processing is automated: speech recognition, separation of speech by speaker, preparation of the transcript.

4. I agree that, on the instruction of the Service User, the recordings are processed by the [service name] service ([service operator name, registration numbers, address]) on servers in the Russian Federation. Separately, according to the boxes checked below: my voice features (voice profile) - in order to distinguish my speech in the Service User's recordings; they are available only to the Service User and only in the processing of the Service User's recordings, and I may ask the Service User to delete them; use of recordings in which I participate and their transcripts to improve the quality of speech recognition (testing and additional training of models) - without publication and without transfer to third parties.

5. The audio recording is deleted 30 (thirty) days after the last use of the recording in the service; the Service User stores the transcript no longer than necessary for the stated purpose and does not transfer it to third parties without my consent, except for anonymized fragments if I have indicated this below.

6. This consent applies to all our conversations until it is withdrawn. I may withdraw consent at any time by notifying the Service User; after withdrawal, recordings and transcripts involving me are deleted within 10 (ten) business days. I may also ask that a particular conversation or part of it not be recorded.

☐ I consent to the service creating and storing my voice features (voice profile) in order to distinguish my speech in the Service User's recordings.

☐ I consent to recordings in which I participate and their transcripts being stored and used by the service to improve the quality of speech recognition (testing and additional training of models), without publication and without transfer to third parties.

☐ I do not consent to a voice profile or to use for quality improvement: the recordings are processed only for transcription.

☐ I consent to the use of anonymized fragments of the transcript for professional methodological work (for example, supervision).

☐ I do not consent to the use of fragments.

Conversation participant: _____ / _____ / "___" _____ 20___

signature full name date