AI Conformity Declaration in accordance with the EU AI Act

1. **Introduction**
   This declaration is issued in accordance with Regulation (EU) 2024/1689 (AI Act) and outlines the conformity of the AI-powered meeting documentation software with the regulation's requirements. The goal is to ensure transparency regarding the AI technologies used and their impact on affected individuals.

2. **Description of the AI System**

- **Function**: Automatic transcription, summarization, and analysis of spoken content in meetings

- **Data Processing**: Processing of speech and video recordings to improve transcription quality

- **Purpose of Processing**: Documentation and follow-up of meeting content

- **Deployed AI Technologies**: Speech recognition and text analysis through specialized models

3. **Classification under the AI Act**
   The system is **not classified as high-risk AI** under Annex III of Regulation (EU) 2024/1689, as it does **not perform biometric identification, behavioral analysis**, or **automated decision-making** with significant effects on data subjects. The video recordings are used solely to support transcription and are **not analyzed** for facial expressions, emotions, or behavior.

4. **Measures to Ensure Compliance**

- **Transparency**: Users are informed about the use of AI and its functioning

- **Data Protection & Security**: Processing is conducted solely within the EU; data is encrypted, access is restricted, and regular audits are performed (see Annex 1: Technical and Organizational Measures)

- **Contractual Safeguards**: Data processing agreements (DPAs) are in place with subcontractors in accordance with the GDPR

- **Usage Limitations**: No use of data for model improvement or training purposes

5. **Conclusion**
   The AI system complies with the requirements of the AI Act and does **not constitute a high-risk application**. The measures implemented ensure data protection, transparency, and security for affected individuals. This declaration is reviewed and updated regularly to remain aligned with evolving regulatory requirements.