

Annex 5: 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.