



IIElevenLabs

Service Definition Document

Scribe Speech-to-Text (Digital Dictation & Transcription)

G-Cloud 15 – Lot 2b: Cloud Software

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1. Service Overview

ElevenLabs Scribe (Digital Dictation and Transcription) is a managed, cloud-based speech-to-text service for converting spoken audio into accurate, structured text. The service supports both asynchronous (batch) transcription and real-time streaming speech recognition,

and is suitable for regulated and public-sector environments where secure processing, auditability, and controlled data handling are required.

Scribe is delivered through a unified service interface that supports multiple transcription workflows, including digital dictation, meeting transcription, evidential audio processing, captioning, and voice-driven interfaces. Customers can submit recorded audio for transcription, or stream live audio for low-latency recognition, depending on the operational need.

The service provides capabilities commonly required for professional transcription workloads, including speaker diarisation, multichannel transcription (mapping distinct audio channels to specific speakers), word-level timestamps, and non-speech event tagging (for example, indicating laughter, applause, music, or background noise). For asynchronous workloads, the service supports completion notifications via webhooks to enable integration into downstream systems.

Scribe is delivered as a software-as-a-service (SaaS) platform. Customers access and operate the service via APIs and web-based tooling without managing underlying infrastructure, model hosting, or audio processing pipelines. The service is designed to integrate into existing customer environments, including case management systems, document workflows, and media pipelines, subject to customer-defined governance and access controls.

2. Core Speech Recognition Architecture

The Scribe service provides managed speech recognition capabilities through a cloud-based processing architecture designed for scalability, accuracy, and secure operation.

Audio inputs are processed using ElevenLabs' automatic speech recognition (ASR) models to produce structured text output. The service supports both asynchronous (batch) processing and real-time streaming recognition, depending on the workflow requirements.

For streaming use cases, the service incorporates voice activity detection (VAD) to identify active speech segments, manage silence, and improve transcription continuity. Timing and segmentation mechanisms are used to generate timestamped output suitable for alignment with source audio or video.

All processing is managed within the ElevenLabs platform. Customers do not manage model lifecycle, infrastructure capacity, or audio processing pipelines.

3. Key Capabilities

3.1 Batch Transcription

The service supports asynchronous transcription of recorded audio and video content.

Capabilities include:

- Transcription of long-form and short-form recordings
- Support for multi-speaker audio
- Speaker diarisation to distinguish and label speakers
- Word-level timestamps for alignment and review
- Detection and tagging of non-speech audio events (for example, music or background noise)

Batch transcription is suitable for use cases such as digital dictation, meeting minutes, interviews, and evidential audio processing.

3.2 Real-Time Speech Recognition

The service supports low-latency speech recognition for live audio streams.

Capabilities include:

- Near real-time transcription of spoken audio
- Voice activity detection to identify speech boundaries
- Resilient streaming designed to maintain continuity during network variation

Real-time transcription is suitable for live captioning, accessibility use cases, and voice-driven interfaces.

3.3 Speaker Diarisation and Multichannel Audio

The service supports speaker diarisation for both batch and streaming workflows.

Capabilities include:

- Automatic identification and labelling of multiple speakers
- Support for multichannel audio, allowing individual audio channels to be mapped to specific speakers
- Configuration of diarisation sensitivity to balance speaker separation and grouping

These features support structured transcripts for meetings, hearings, interviews, and call recordings.

3.4 Timing, Alignment, and Transcript Structure

Scribe provides detailed timing information to support downstream processing and review.

Capabilities include:

- Word-level timestamps
- Forced alignment, allowing customers to supply an existing transcript and receive precise timing information for words or characters
- Structured transcript output suitable for subtitle generation and indexing

3.5 Language Coverage

The service supports transcription across a wide range of languages and accents.

Language coverage is designed to support global and multilingual environments without requiring per-user model training. Optional configuration features are available to improve recognition of domain-specific terminology.

3.6 Integration and Access

Scribe is accessed via:

- APIs for programmatic submission of audio and retrieval of transcripts
- Web-based tools for uploading audio, reviewing transcripts, and exporting results

For asynchronous workflows, the service supports webhook notifications to signal transcription completion, enabling integration with downstream systems.

4. Onboarding, Support and Service Levels

4.1 Onboarding

The ElevenLabs Scribe Speech-to-Text service is delivered as a managed, cloud-based SaaS offering.

Customers receive access to standard onboarding resources, including:

- API documentation and technical references
- Integration guides and usage examples

4.2 Support and After-Sales Service

Support and maintenance are provided for the duration of the Call-Off Contract.

Standard Support (Included)

Standard support is included as part of the core service offering and provides:

- Access to technical support for service-related issues and usage queries
- Email- or ticket-based support channels
- Support availability during published support hours, excluding public holidays
- Incident investigation, fault resolution, and guidance on the use of existing service functionality

Optional Enhanced Support Services

In addition to standard support, ElevenLabs offers enhanced customer success and support services, which may be procured as an optional add-on. These services are not required to use the core service and do not alter the service availability commitments or service credit remedies applicable under the Service Level Agreement. Where purchased, enhanced support services may include defined support response time targets and additional engagement channels, as described in the Pricing Document.

4.3 Service Levels and Performance

The Scribe Speech-to-Text service is continuously monitored as part of the managed SaaS offering.

Availability commitments, where applicable, are defined in the relevant Call-Off Contract or Service Level Agreement. Availability measurements exclude scheduled maintenance and standard SLA exclusions.

Performance characteristics may vary depending on audio quality, language, configuration, and network conditions.

4.4 Service Constraints

ElevenLabs Scribe is delivered as a standardised, multi-tenant SaaS service. Customers cannot obtain bespoke development or work-for-hire under this service. The service requires internet connectivity and supported clients for web or API access. Speech synthesis performance and latency may vary with configuration, model choice, input length, output format, and network conditions. Planned maintenance may occur to maintain security and stability, with disruption minimised where possible. ElevenLabs may limit or suspend access to protect service integrity or address security risks. Customers must not submit PHI without a valid agreement, or special-category data unless permitted by applicable law.

5. Hosting, Deployment and Data Residency

5.1 Hosting Model

The service operates on a one-to-many multi-tenant SaaS model with data segregated at the application layer.

- **Cloud Provider:** The service is hosted on Google Cloud Platform (GCP) in secure data centres.
- **Infrastructure:** ElevenLabs utilises technology service suppliers to provide hosting solutions and support technology, maintaining responsibility for supplier performance.

5.2 Data Residency

ElevenLabs provides options regarding the processing location of data:

- **Standard Residency:** By default, data is processed in US-based regions.
- **EU Residency:** EU-based environments are available for buyers requiring specific residency controls. For customers requiring EU data residency, service user data is stored and processed within the European Economic Area (EEA).
- **Subprocessors:** A list of subprocessors is available via the ElevenLabs compliance portal.

6. Security & Privacy

6.1 Security Governance

ElevenLabs operates a formal information security and privacy management framework designed to protect the confidentiality, integrity, and availability of Customer Content. Security governance includes defined ownership, reporting structures, and regular review of policies and controls, which are documented, maintained and made publicly available at <https://compliance.elevenlabs.io>. All personnel are required to formally acknowledge relevant security policies as part of onboarding and on an ongoing basis.

6.2 Information Security Controls

The service is protected by technical and organisational measures covering:

- Access control and authentication
- Data protection and encryption
- Logging, monitoring, and audit
- Secure software development practices
- Change and configuration management
- Vendor and asset management
- Privacy and data protection compliance
- AI governance and risk management

Security controls are reviewed and updated to address changes in risk, regulation, and technology.

6.3 Vulnerability Management

ElevenLabs operates a vulnerability management programme to identify, assess, and remediate security risks. This includes:

- Continuous assessment of potential threats using internal and external intelligence sources
- Regular vulnerability scanning
- Independent penetration testing conducted at least annually
- Risk-based prioritisation and remediation of findings

6.4 Protective Monitoring

The service is continuously monitored to detect security events, misuse, and operational anomalies. Monitoring includes:

- Detection of unusual access patterns or behaviour
- Automated and manual alerting mechanisms
- Investigation of potential security incidents
- Abuse and misuse detection

ElevenLabs may suspend or limit access to the service where necessary to protect platform integrity or address a security risk.

6.5 Incident Management

ElevenLabs maintains predefined incident response processes for security and operational events. Customers may report incidents through established support channels. Where applicable, incident notifications and reports are provided in accordance with contractual and regulatory requirements.

6.6 Access Control

Access to management interfaces and support systems is restricted using role-based access controls and authentication mechanisms. Access is limited to authorised personnel and subject to logging and monitoring. Customer data is accessed only where required to provide support.

6.7 Certifications and Assurance

The service is supported by recognised security and compliance certifications and attestations, including:

- ISO/IEC 27001
- SOC 2 Type II
- Cyber Essentials and Cyber Essentials Plus
- PCI DSS
- CSA STAR (Level 1)
- Additional privacy and AI governance standards

These certifications are maintained through ongoing audit and assurance activities.

6.8 Data Retention and Processing Controls

For the Scribe service, configurable data retention controls are available. Enterprise customers may enable a zero-retention processing mode in which audio inputs and transcription outputs are processed in volatile memory and are not stored by ElevenLabs after the API response is returned.

7. Backup, Restore and Disaster Recovery

7.1 Backup and Restore

- **Automated Backups:** ElevenLabs performs regular automated backups of platform configuration and retained data as required for the operation of the SaaS service.
- **Data Integrity:** Measures are in place to protect the security and integrity of Customer Content collected, accessed, stored, or received.

7.2 Disaster Recovery and Business Continuity

The platform is designed for high availability using cloud-native redundancy:

- **Resilience:** The solution is hosted in GCP data centres, leveraging availability zones to maintain service continuity.
- **Force Majeure:** The service includes provisions for events beyond reasonable control (e.g., internet failures, public health crises), during which performance obligations may

be delayed.

8. Operations, Maintenance and Updates

8.1 Operational Monitoring and Observability

ElevenLabs operates continuous monitoring and observability for the Service to support reliable, secure, and compliant operation in production environments.

Operational monitoring may include:

- Service availability and performance indicators
- Request and processing metrics
- Error rates and failure conditions
- Abuse, misuse, and anomalous usage patterns

Monitoring is designed to support service assurance, incident response, and operational governance without exposing underlying infrastructure or proprietary implementation details.

8.2 Product-Specific Monitoring and Quality Evaluation

For the Scribe Speech-to-Text service, monitoring and evaluation focus on transcription performance and reliability.

This may include:

- Transcription accuracy and error patterns
- Processing latency and throughput
- Language and acoustic model performance
- Failure rates and degraded output conditions

Evaluation and monitoring support quality assurance, service optimisation, and the identification of systematic transcription issues across supported languages and audio conditions.

8.3 Logging, Data Collection and Audit Support

The Service provides mechanisms to collect and retain operational logs and results in support of audit, investigation, and service improvement activities.

Logged data may include:

- Request metadata and timestamps
- Processing outcomes and system-generated events
- Input and output artefacts, where applicable and enabled by the Customer

Customers may access available logs and results via APIs or web-based tools, subject to configured retention policies and applicable data protection requirements.

8.4 Service Updates and API Versioning

ElevenLabs modifies the Services, including features and functionality, on an ongoing basis as part of the SaaS delivery model.

- Updates are applied centrally and made available without local installation.
- Updates will not result in a material degradation of the overall functionality or performance of the Services used by the Customer.
- APIs are versioned where applicable.
- At least 90 days' prior notice is provided before deprecating older API versions.

8.5 Outage and Maintenance Management

Planned maintenance is periodically required to ensure the security, stability, and performance of the Service.

- ElevenLabs endeavours to minimise disruption and schedule maintenance outside peak usage where practical.
- Service availability and incident information are published via the public service status page.
- Incidents are classified and managed based on severity and impact.
- In exceptional circumstances, including high-risk security events, access to specific accounts or features may be temporarily restricted to protect platform integrity.

8.6 Continuous Improvement

Operational insights derived from monitoring, evaluation, and customer feedback are used to inform continuous improvement of the Service. Enhancements to reliability, performance, and quality are delivered through the standard update mechanisms described above.

9. Service Constraints

9.1 Usage Constraints

- **Prohibited Use:** Customers must comply with the ElevenLabs Prohibited Use Policy.
- **Sensitive Data:** Customers must not provide Input that includes Protected Health Information (PHI) unless an agreement is executed, or special category data (e.g., biometric for identification, political opinions) unless permitted by applicable law.
- **Reverse Engineering:** Customers may not reverse engineer, decompile, or attempt to discover source code or underlying components of the Services or Models.

9.2 Customisation

The service is a standardised SaaS offering. Custom development or "work-for-hire" is not available. Customisation is achieved through the configuration of Agents, Voices, and Workflows within the standard tooling.

10. Exit Management and Data Access

10.1 Data Ownership

- **Input Rights:** The Customer retains all rights in Input (data transmitted to the system).
- **Output Rights:** As between the Customer and ElevenLabs, the Customer owns all rights in Output (content generated by the Services). ElevenLabs does not train its models on Enterprise Customer Output, except as may be required to provide certain requested services to the Customer.

10.2 Service Offboarding and Data Export

Upon termination or expiry of the Call-Off Contract, or during the contract term, customers may retrieve their Input and Output data on a self-serve basis.

- **Export Mechanisms:** Data retrieval is supported via standard export mechanisms provided by the platform, including APIs and web-based tools.
- **Formats:** Data is typically available in standard formats (e.g., JSON for configuration/logs, Audio files for output).
- **Documentation:** ElevenLabs provides documentation describing available export formats and data access mechanisms. No bespoke migration, data transformation, or third-party integration services are included as part of offboarding.

10.3 Termination, Deletion and Wind-Down

- **Cessation of Use:** Upon termination, the Customer must immediately cease all use of the Services.
- **Data Deletion:** Customer Content is deleted from the service within thirty (30) days of contract termination or expiry, unless the Customer explicitly agrees to retention beyond this period. Data deletion processes are designed to ensure secure and irreversible removal.
- **Wind-Down:** Specific wind-down periods may apply for partners/resellers distributing the service to End Users, ensuring a managed exit up to one year from expiration.
- **Sanitisation:** Industry-standard data sanitisation processes are applied to storage media, including secure erasure or physical destruction where applicable.

11. Technical Requirements

To access and use the ElevenLabs Scribe (Digital Dictation and Transcription) service, the Customer is responsible for obtaining and maintaining the following:

- **Equipment:** Hardware, servers, and operating systems necessary to connect to the cloud service.
- **Network:** Internet connectivity and networking capability.
- **Web Access:** A modern web browser for the administration dashboard.
- **API Integration:** Capabilities to integrate via REST API for programmatic access (if required).