



Teams Privacy Collection Notice

The Department uses Microsoft Teams (**Teams**) a cloud-based web and video conferencing solution developed by Microsoft to organise and host web meetings.

The Department may use the recording function in Teams to make video and audio recordings of web meetings (**meeting recording**), obtain autogenerated transcripts of web meetings, as well as generate meeting summaries from recordings and transcripts.

Before a recording or transcription starts, an on-screen message appears notifying attendees that a recording or transcription has started. The host of the meeting should also make an announcement that the meeting will be recorded.

Meeting participants are considered to consent to the recording by continuing to participate in the meeting.

When recording a web meeting, the Department will collect the following personal information about you:

- your contact details, these being your name, email address and phone number;
- your image (if you have your camera turned on) and audio of your voice (if you choose to speak during the meeting); and
- information and opinion, you share during the meeting, whether verbally or through the chat function.

It is not possible to participate in a Teams meeting unless you provide your name, email address or phone number. If you do not want to provide other personal information you can either choose to leave the Teams meeting, or you may choose to join the meeting but turn off your camera and/or elect not to speak during the meeting.

The Department is collecting this personal information about you for the primary purpose of conducting the web meeting in connection with performing its functions. The meeting recordings and transcripts may be used to:

- provide a record of the web meeting;
- assist with (or provide an alternative to) minute-taking;
- provide training to staff; and
- enable absent staff to catch-up on the meeting discussion.

If a meeting recording or transcript is proposed to be used for other purposes, then the meeting host will advise at the start of the meeting or in the meeting invitation.

Other than sharing meeting recordings and / or transcripts with meeting participants or invitees who were unable to attend the meeting (including external invitees where these invitees are not based overseas), meeting recordings and / or transcripts will otherwise not be disclosed to third parties unless permitted by law.

Meeting recordings and /or transcripts should only be shared with meeting participants or invitees, in circumstances where information in the meeting record or transcript can be kept confidential and / or is

protected from unauthorised access, use and / or disclosure. Meeting recordings and / or transcripts will only be shared with persons or entities external to the Department and / or are not labelled 'Official' (as defined in the *Public Governance, Performance and Accountability Act 2013*) where such persons or entities are subject to an obligation to keep the information confidential. Meeting recordings or transcripts should not be disclosed externally to the Department, including to any third parties to the Department, unless (and to the extent that) such disclosure is permitted by law.

The Department will store meeting recordings and transcripts securely on the meeting host's OneDrive.

The Department's [privacy policy](#) contains information regarding complaint handling processes and how to access and/or seek correction of personal information held by the Department. For more information see [Privacy | Department of Infrastructure, Transport, Regional Development, Communications, Sport and the Arts](#).