

Microsoft Teams collection notice

Legal Aid WA (*we, us, our*) may collect personal information about you when we record and/or transcribe a Microsoft Teams (MS Teams) meeting. This notice explains how we collect, and handle information gathered from a Microsoft Teams meeting.

We manage your personal information in accordance with the *Legal Aid Commission Act 1976 (WA)*.

What personal information do we collect?

- your name (or pseudonym)
- contact details (such as email and phone number)
- your profile picture
- your image (if your camera is turned on) and audio of your voice (if you speak during the meeting)
- information and opinion(s) that you share during the meeting, whether verbally or through the chat function
- location (such as if attending from a meeting room)
- your attendance and engagement (as generated by MS Teams)

How do we collect personal information?

There are a few ways that personal information may be collected:

- when you register online to attend a meeting (either via us directly or through a third-party website)
- when you accept the MS Teams invite and/or attend the meeting
- if the meeting is recorded or transcribed

When you join an MS Teams meeting with us, you will usually be informed that the meeting is either recorded or transcribed by a banner that will appear on the screen. The meeting host will also usually inform participants at the start of the meeting.

Why do we collect this information?

We primarily collect your personal information, in the manner described above, to:

- reduce the need to take notes during meetings
- keep a record of the meeting for evidentiary purposes
- share with others who were unable to attend the meeting, or would have benefited from attending the meeting
- share for training and related purposes

When might we share this information with someone else?

We will not ordinarily share recordings or transcripts with individuals outside of the attendees. If we intend to, the meeting host will usually inform participants at the beginning of the meeting. We may otherwise share the recording or transcript where required or authorised by law.

How do we store and protect this information?

The meeting recordings and transcripts are stored on the meeting host's OneDrive. Access to the recording and transcript are then limited to those who the host shares them with (which usually automatically includes attendees and invitees).

What if you don't want to provide your information?

You must provide your name, email address or phone number to join the MS Teams meeting. If you are a voluntary invitee or external to Legal Aid WA, you can opt to not attend if you do not want your personal information collected. If you are a required invitee that works at Legal Aid WA, you should speak with your manager if you have any concerns about the meeting being recorded or transcribed.

Alternatively, you can attend with your camera and microphone turned off, as well as turn off 'automatically identify me in meeting captions and transcripts' in settings. This will limit the amount of personal information collected by us.