



Recording and transcription of Microsoft Teams Meeting Privacy Notice

This privacy notice is designed to help you understand how Aequus process your personal data when you attend a meeting on Microsoft Teams (MS Team) that is recorded or transcribed.

Whose personal data do we process?

When a MS Team meeting is recorded and transcribed, we will process the personal data of the individuals who are in attendance at that meeting. This may include:

- Employees
- Council Officers; and
- External participants

What type of personal data do we process?

When you attend a MS Teams meeting that is recorded or transcribed using AI, the personal data we process may include:

- Your name / username
- Your photo
- Your email address
- Your participation in the meeting, including video/background images/audio/chat

The meeting organiser/chair will advise participants verbally before the recording commences that they are able to turn off their camera or use the chat function if they do not want their face /voice to be included in the recording.

For further information on AI transcription and how to hide your identity in the meeting captions, please see: [View live transcription in Microsoft Teams meetings](#) and [Hide your identity in meeting captions and transcripts in Microsoft Teams](#)

Why do we process personal data?

Aequus may need to record or transcribe a MS Team meeting so that a formal record is made of the meeting, for minute taking purposes or for future use and circulation. Where a MS Teams meeting is recorded or transcribed the meeting organiser/ chair will inform the participants that the MS Teams meeting will be recorded or transcribed before the recording or transcription commences.

Where do we get your personal data from?

The personal data processed in a MS Teams recording of transcription will relate to the individuals attending the meeting through their attendance.

Who do we share your personal data with?

MS Teams recordings may be shared internally within Aequus.

What is the legal basis for MS Teams Recordings?

For most MS Teams meetings, the lawful basis will be legitimate interests i.e. the processing is necessary for our legitimate interests or the legitimate interests of a third party, unless there is a good reason to protect your personal data which overrides those legitimate interests. There is no requirement for you to be recorded and the meeting organiser / chair will advise participants before the recording commences that they are able to turn off their camera or use of the chat function if they do not want their face/ voice to be included on the recording. Please do this if you do not wish to be recorded. If you wish to object to the processing of your personal data in this way, you may do so by contacting the meeting organiser.

How are the recordings and transcripts held and for how long?

Recordings and transcripts are held in the Microsoft 365 cloud for 120 days before they are deleted and can only be accessed by Aequus members that attended the MS Teams meeting. Guests and people from outside Aequus do not have access.

What are your rights in respect of the processing of your personal data?

You have the following rights relating to your personal data. Some of these rights are not absolute and may only apply in certain circumstances. If you have any questions or wish to exercise any of your data protection rights, please contact Katie Gould. Our full Privacy Notice can be viewed here [link here]:

- The right to be informed about how we are using your personal data.
- The right of access to your own personal data and to receive a copy of it.
- The right to rectification ('put right') your personal data.
- The right to erasure (deletion) of your personal data.
- The right to restrict processing of your personal data.
- The right to data portability.
- The right to object to processing of your personal data.
- Where we are relying on consent to process your personal data, you have the right to withdraw your consent at any time.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please contact Katie Gould katie.gould@aequusdevelopments.co.uk or our Data Protection Officer (DPO): One West: i-west@bathnes.gov.uk or 01225 395959.

You also have the right to complain to a supervisory authority. You can contact the Information Commissioner's Office here:

- Helpline number: 0303 123 1113
- ICO website: <https://www.ico.org.uk>