

Privacy Notice for Teams meetings

Phoenix Community Housing (PCH) use Microsoft (MS) Teams for conducting meetings across the internet, internally with staff members, with residents of PCH and any contractors or third-party companies relevant to that meeting.

With reference to online meetings via MS Teams the following shall apply:

- Any invitation to join a meeting may contain your email address, and this may be shared as part of the invitation with other members of the meeting or with other members of PCH.
- Your participation in a meeting may be added to PCH documents/systems to say that you have participated and to indicate that you have taken part in that meeting.
- Any minutes or actions taken at a meeting may contain your contact details and your comments or responses given at the meeting.
- Any meeting may be recorded (both visual and audio), you will be made aware that this is going to take place before the commencement of the recording. If you do not wish your image or voice to be recorded, you should turn off both your camera and microphone before the start of any recording. You may also choose to leave the meeting and not take part.
- If a meeting is recorded this may be used by PCH after the meeting. The use of the recording will be part of PCH's processing activity summarised in our overall privacy notice, or we will tell you at the beginning of the meeting about the recording.
- If you have decided to not turn on your camera or to mute your microphone then please note that at times your participation may be seen or noted by reference to or showing of the All participants sub panel in MS Teams; if you decide to participate in the chat function this may be recorded.
- The content of any recording remains the property of PCH, the copyright and content used by you or anyone else without prior written permission of PCH. A transcription of any recording may be made available to you, but redaction or editing of the video content will not be possible.
- If you decide to participate with video, audio or use of other functions in MS Teams, it will not be possible to redact or destroy your specific content after the meeting. A transcription may be possible, but any erasure will be in line with PCH data retention policy.
- As a result of using MS Teams, no cookies will be placed on your device.
- Your data will be retained in accordance with the standard PCH data retention schedule and securely destroyed in line with that policy.
- All IP/copyright to the meeting content, and any recording, notes or information shared shall remain vested and owned by PCH.
- PCH will not tolerate any unacceptable behaviour or abuse during a meeting. Should the meeting organiser or anyone appointed by PCH detect unacceptable behaviour your connection to the meeting may be terminated without warning. In extreme circumstances this may be followed up and any recording or other materials used as evidence as required by law.
- The meeting is governed by laws of England and Wales.