



Privacy Notice regarding use of Microsoft Teams

01.07.24

This notice should be read alongside CLUK's overall [Privacy Notice](#) on how we look after your data.

This additional notice is for members, colleagues and guests who may participate in Community Leisure UK meetings held via Microsoft Teams.

This notice covers the data that Microsoft Teams can make visible to other participants within the meeting:

- Your name
- Your email address
- Your face/video and audio of you

Please note, the term 'meeting' also includes seminars, conferences, meetings, focus groups, or any other event that are held on Microsoft Teams.

Visibility of personal data

Microsoft Teams automatically enables all participants to view names and email addresses of every participant. We are unable to alter this. Similarly, during the meeting, if you have your camera switched on, and speak then these will be visible to all participants. Any chat content may also be visible. This is a functionality of Microsoft Teams that we cannot control.

Recording

There may be times when we record a meeting. You will be informed at the meeting invitation stage and at the start of the meeting. Reasons to record meetings include;

- For staff to help ensure they capture accurate minutes
- For sharing with delegates who could not attend
- For extracting clips of the speakers for sharing in marketing

What will be recorded?

If you attend, you are consenting to having your video image/voice recorded. If you have your camera on during the meeting, or you ask a verbal question, this will likely be captured. In addition, your name will be visible, as potentially would be the content of any chat messages.

Other points to protect your privacy

Please ensure you are aware that anything else that may be in the background could be recorded. In Microsoft Teams, you can put up a background, or blur the background to stop any additional pictures being recorded. You also have the option to turn off your camera.

How we protect the security of the recording

We will do what we can to make sure the recordings we produce and save are saved in a secure way, and we will make them available only to those that require access.

You will always be informed when accepting a meeting that it is to be recorded and a reminder will be verbally shared during the introduction of the meeting so you are clear the recording is about to take place.

Can I withdraw my consent?

There is no obligation to attend meetings and you may withdraw consent by not joining the event. Should you wish to withdraw consent for the recording to be shared after the meeting, please email data@communityleisureuk.org and the meeting organiser with the details of the meeting.

If you have any worries or concerns about attending a meeting, please discuss with the organiser prior to accepting.