

Privacy Notice

Microsoft Office 365 Copilot: Teams Meetings

About this notice

This privacy notice explains how CyrusOne processes your personal data in connection with its use of generative AI.

CyrusOne engages Microsoft 365 Copilot for Teams (**Copilot**), which is a generative AI tool designed to increase productivity and improve service delivery for Teams meetings. CyrusOne uses Copilot to assist with tasks across its Microsoft 365 apps; this privacy notice specifically addresses use of Copilot in Microsoft Teams (**Teams**).

Teams meetings you attend may be recorded and/or transcribed (which are typically generated using automated speech recognition technology). Whilst the accuracy of the transcriptions may vary, they provide a helpful reference for searching and reviewing the content of the meeting.

During and following any Teams meeting, Copilot may generate output such as text, images, videos, code and data, based on items discussed or presented in the meeting.

This privacy notice supplements the information in, and should be read alongside, CyrusOne's main privacy notice, located [\[here\]](#). This notice is not intended to replace any information in the main privacy notice.

Should you have any questions about this notice or how CyrusOne processes your personal data in relation to generative AI, please contact privacy@CyrusOne.com

Types of personal data collected and where from

Where you attend a Teams meeting that is recorded and/or transcribed, the personal information CyrusOne may process includes:

- Name and username;
- Profile photo;
- Contact details, such as email address and work telephone number;
- Participation and interaction, including: video and background images; audio; reactions; and chat.

These data types will be collected from you following your approval of recording/transcription (see below).

Why we process this personal data

CyrusOne may need to record and/or transcribe a Teams meeting for the following purposes:

- for training and know-how sharing and upskilling purposes;
- to make a record of the meeting, including summarization, action items, and key discussion points;
- to enable effective collaboration, knowledge sharing and reference for participants;
- for convenience, to enable those who were on leave or unable to attend calls to catch-up on meetings; and
- to assist with complying with any of our other legal or regulatory obligations.

You will be informed at the beginning of the meeting that the meeting will be recorded and/or transcribed, and provided with the purposes for which recording and/or transcription will take place.

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How you are informed, and lawful basis

CyrusOne relies on consent as its lawful basis for processing personal data when Teams meetings are recorded and/or transcribed through Copilot.

Where the meeting organiser wishes to record and/or transcribe a Teams meeting, they will advise participants verbally before the recording/transcription begins (and, ideally, wherever possible, in the MS Outlook/Teams meeting appointment including the words, "**Recorded Meeting**" (or equivalent) in the Meeting Invite Subject Header).

Participants will be given the opportunity to indicate their consent for the recording to take place. By continuing to attend the meeting, you will be indicating that you consent to the recording and transcription of the meeting.

If you do not wish the meeting to be recorded and/or transcribed, you have the option to:

- (a) decline or respond 'tentative' to the MS Outlook/Teams appointment (if so, explaining that you're not comfortable with the meeting being recorded and, if appropriate, the reasons why); or
- (b) no longer participate in the meeting; or
- (c) disable your camera and microphone (noting that it is advisable in any event only to turn your microphone on when you are comfortable speaking and the meeting being recorded); or
- (d) explain that you are not comfortable with the meeting being recorded (in which case the organiser should turn off the recording*).

*Notably, [in some cases, the meeting organiser may proceed with the meeting without recording or transcription being disabled, for instance, where the number of attendees is such that it is not appropriate to disable the recording (in which case attendees who are not comfortable with the recording may consider choosing options (b) or (c)].

Keeping your personal data secure

Access to Teams recordings and transcripts are restricted to authorised individuals who have a legitimate need to review the content. Strict access controls and role-based permissions are implemented to maintain confidentiality and to prevent unauthorised access.

How long is personal data kept

The retention period for recorded Teams meetings and transcripts is determined by CyrusOne's data retention policies and regulatory requirements, and will be regularly reviewed.

Typically, recordings and transcripts are retained for a period of [14] days and securely disposed of afterwards (though, by way of example, recordings of training sessions may be kept for longer, depending on subject matter and relevance).

Individual data subject rights

Please see CyrusOne's applicable privacy notice for a full list of your individual data subject rights (including your right to object, request for data to be deleted or corrected, be provided with a copy of your personal information or enquire whether your personal information included in any recording or

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transcript is used in any profiling or solely automated decision making). Nothing in this policy affects your statutory rights.

If you would like to request the deletion of part or all of a recorded Teams meeting or transcript, you can submit a formal request to privacy@CyrusOne.com. The request will be reviewed and processed in accordance with CyrusOne's data retention policies.

Microsoft's privacy statement

You can see Microsoft's privacy information for Copilot here: <https://privacy.microsoft.com/en-GB/privacystatement>

Updates

CyrusOne shall review its generative AI practices regularly, to ensure it meets regulatory requirements. Accordingly, this privacy notice will be updated from time to time.

This notice was last updated [June [6] 2024]