

# Privacy Notice regarding using Microsoft Teams and Zoom in the NHS Confederation

Updated 19/04/2022

This notice should be read in conjunction with the NHS Confederation's overall [Privacy Notice](#) on how we look after your data and comply with Data Protection legislation.

## Introduction

You will need to be aware of this additional privacy notice should you participate in NHS Confederation meetings held via Microsoft Teams or Zoom. Microsoft Teams and Zoom have functionality within it that we cannot alter with regards treatment of your data.

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

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

The notice also addresses situations where we may record meetings held in Microsoft Teams or Zoom.

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

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

## Visibility of personal data

Microsoft Teams and Zoom 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 and Zoom that we cannot control.

## Recording

### **Why is it necessary to record?**

There may be times when we wish to record the meeting:

- 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, eg on social media

## **How will I know?**

You will be informed at the meeting invitation stage and verbally at the start of the meeting. You will be explained the reason for the recording and where it will be shared.

## **What will be recorded?**

If you attend, you are consenting to having your video image/voice recorded. If you have on your camera 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 during recordings**

Please ensure you are aware that anything else that may be in the background could be recorded. This includes photos or individuals walking past your screen. In both Microsoft Teams and Zoom, you can put up a background, or blur the background to stop any additional pictures of your home 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.

Examples of our security include:

- Controlling access to systems and networks which allows us to stop people who are not allowed to view the recording from getting access to it.
- Training for our staff allows us to make them aware of how to handle information and how and when to report when something goes wrong.
- Deleting the recording after an appropriate time, usually within 30 days unless you have been told otherwise – e.g. that the recording is of an event where extracts are used for wider communication purposes.

## **Can I withdraw my consent?**

There is no statutory obligation to attend the meetings and therefore 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 [dataprotection@nhsconfed.org](mailto:dataprotection@nhsconfed.org) and the meeting organiser with the details of the meeting.