

Microsoft Teams Optional Meeting Recording - Personal Information Collection Notice

The Western Australian Land Information Authority, trading as Landgate, collects personal information where required by law or to provide services to you. In addition to our [Privacy Policy](#), this notice provides further details about the collection of your personal information via the collection method identified above.

Collecting personal information

Your personal information is being collected by Landgate.

Sensitive personal information is collected when all participants consent to a Microsoft Teams meeting being recorded.

Recordings capture audio and video, screen sharing and chat history and are used to keep an accurate record, support meeting review, share information with team members who could not attend, and assist with accountable decision-making.

Authority to collect personal information

Your personal information is not required to be collected under any specific law. Landgate collects this information only where meetings are agreed to be recorded by all participants for the purposes advised above.

Choosing not to provide personal information

If you do not consent to the recording, please notify the meeting organiser before the meeting or do not join. Where practicable, alternative arrangements may be available.

Disclosing personal information

Your personal information will not be disclosed outside of Landgate.

Accessing and correcting personal information

Our Privacy Policy contains information about how you may access and correct your personal information held by Landgate.

Privacy complaints and questions

Our Privacy Policy outlines how you can lodge a complaint regarding any suspected mishandling of your personal information and how Landgate manages and responds to such complaints. To contact Landgate about a privacy-related matter, including questions about this collection notice, please contact our Privacy Officer:

- Visit Landgate's website and use the [feedback form](#) (select the 'Privacy and your personal information' feedback category).
- Email: privacy@landgate.wa.gov.au.
- Post: Privacy Officer, Landgate, PO BOX 2222, Midland WA 6936.