

Microsoft Teams Required 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 a Microsoft Teams meeting is 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 and stakeholders who could not attend, support industry training and development, 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 for the purposes advised above.

Choosing not to provide personal information

This meeting will be recorded. If you do not consent to the collection of your personal information through recording, you may choose not to attend.

Disclosing personal information

As this meeting will be recorded, any personal information shared during the meeting may be captured and subsequently disclosed to meeting participants, including Landgate staff and external stakeholders.

Accessing and correcting personal information

Our privacy policy contains information about how you may access and correct your personal information that is 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.