



Meeting Recording Notes AI Summaries Collection Notice

Notice

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Who we are and how to contact us

The Shire of Augusta Margaret River collects, holds and manages personal information through Microsoft Teams when conducting online meetings. This includes video and audio recordings, meeting chat messages, shared and screenshared documents, AI-generated transcripts, and AI-generated meeting summaries produced by Microsoft Copilot. Recordings may also be used for staff training purposes.

Participants are notified by Microsoft Teams at the commencement of a recording that the meeting is being recorded and/or transcribed.

If you have questions about how your personal information is handled, or wish to request access to or correction of your personal information, please contact:

Privacy Officer

Shire of Augusta Margaret River

41 Wallcliffe Road, Margaret River WA 6285

Phone: (08) 9780 5255

Email: privacy@amrshire.wa.gov.au

Why we are collecting your information

We collect this information for the following purposes:

- creating and maintaining an accurate record of meetings, discussions and decisions
- providing a record of the meeting for participants who were unable to attend in real time
- sharing meeting notes, referenced material and action items with participants and relevant officers
- producing AI-generated transcripts and meeting summaries to support record-keeping and follow-up
- staff training – recordings and transcripts may be used to train and develop Shire staff

Where your information will be stored

Meeting recordings, transcripts, chat messages and documents are stored within the Shire's Microsoft 365 tenancy in Australian data centres. AI-generated transcripts and summaries produced by Microsoft Copilot are processed within the Microsoft 365 trust boundary. Recordings that form part of a record of a transaction or decision are also held in the Shire's enterprise resource planning and records management systems.

How your information may be disclosed

Your personal information may be used and disclosed for the purposes outlined above.

The Shire may disclose personal information to:

- meeting participants and relevant Shire officers who need access to the meeting record
- authorised Shire officers responsible for staff training and quality assurance

Information may also be disclosed where authorised or required by law.

Sensitive personal information

Meeting recordings, transcripts and summaries may capture sensitive personal information – for example, where a meeting discusses staff matters, health information, complaints or personal circumstances. Where a recording, transcript or summary contains sensitive personal information, access is restricted to authorised officers only and the information will not be disclosed without the individual's consent except as required or authorised by law.

AI-generated transcripts and summaries

Where Microsoft Teams transcription or Microsoft Copilot is enabled for a meeting, participants will be notified before the transcript or summary is produced. AI-generated content may not be a verbatim or complete record of the meeting. Participants who have questions about the accuracy of a transcript or summary may contact the Privacy Officer to request access and correction.

How we're authorised to collect your information

We collect, use and disclose your personal information in accordance with applicable laws, including:

- Local Government Act 1995 (WA)
- Local Government (Administration) Regulations 1996 (WA)
- State Records Act 2000 (WA)

Consequences of not providing information

If you do not wish to be recorded or transcribed during a Teams meeting, you may:

- notify the meeting organiser before or at the commencement of the meeting – the Shire will accommodate this request where practicable
- turn off your camera and microphone and participate by chat only
- request to receive the meeting notes or summary after the meeting rather than participating live
- request an alternative means of participation