

Privacy Notice for Microsoft Office 365

Information Held About you

Microsoft Office 365 is used by Hoople with the aim to offer more flexibility and improve communications and collaboration. In order to collaborate with us or receive services from us you may be granted access to a M365 Teams Site or be invited to a meeting held via Microsoft Teams.

This notice explains why the Hoople asks for your personal information and how that information will be used. In order to provide this service it is necessary to have access to and hold personal information about you.

This information will include:-

- Name
- Job Title
- Company you work for
- Email Address
- Telephone Number
- content: your meetings and conversation chats, shared files, recordings (recordings capture audio, video and screen sharing activity), attendance and transcriptions
- image and/or video: should a meeting be recorded.

In the context of certain meetings, Hoople may organise video or audio recording. In the case of video recording, we will as much as is possible arrange for an opt-out facility for meeting participants who prefer their images are not recorded.

Please note neither Hoople nor Microsoft can control what you share during meetings, conversation chats and via Team sites.

Who is processing my data?

All personal data held, is processed in accordance with data protection law. The Data Controller for the information outlined in this privacy notice is Hoople Ltd.

Microsoft is the Data Processor who will process your information on behalf of Hoople and yourself.

How will we use the Information we hold about you?

This data collected will only be used for the purpose of providing access to Microsoft 365 services.

For more details, please see [Microsoft's Office 365 privacy statement](#).

What is the legal basis for us to process your data?

The legal basis for processing the data is public task: the processing is necessary for us to perform a task in the public interest or for official functions, and the task or function has a clear basis in law

Who your information may be shared with.

The information that we hold may be shared in part with relevant Hoople staff, participants of meetings and Microsoft processors involved in the data processing necessary to provide the service.

We will not normally share your information with organisations without your consent. However we will use the information for the purpose of performing any of our statutory duties and will make any disclosures required by law. We may also share this information with other bodies responsible for detecting/preventing fraud or auditing/administering public funds.

Your information will not be disclosed to any other organisations, except where required and allowed to by law, to safeguard public safety and in risk of harm or emergency situations.

How Long do we Keep your Records?

We will only keep your information for the minimum period necessary. The information outlined in this privacy notice will be in line with Hoople's retention schedule. All information will be held securely and destroyed under confidential conditions.

Your rights

You have a number of rights under data protection law, including the right to request your information and to request that the information be amended or erased if incorrect.

To request your records, you will need to put your request in writing and provide proof of identification to the Data Protection Officer: data.protection@hoopleltd.co.uk

You also have a right to make a complaint about our handling of your personal data to the Information Commissioner's Office <https://ico.org.uk/>

Further information

If you have any questions or concerns about how your information is used, please contact the Data Protection Officer in the first instance: data.protection@hoopleltd.co.uk

More information about data protection and how it applies to you can be found on the Information Commissioner's Office website at <https://ico.org.uk/>