



Privacy Statement and Agreement Relating to the Use of Microsoft Services

All personal information we collect about you from your use of Microsoft Services (e.g. Outlook, SharePoint, OneDrive, Copilot, Microsoft Teams which may include transcription) is collected, used and disclosed in accordance with the Privacy Statement or Privacy Notice applicable to you (refer below).

Our Privacy Statement or Privacy Notice outlines how you can access, correct your personal information, and lodge a complaint. While you are not required to continue to use these services or provide us with your personal information, please note that without this, your use of these services may be limited including, for example, not being able to attend a call/meeting and/or use the transcription functionality.

- [Employee Privacy Statement](#) if you are a Westpac Group employee.
- [Privacy Statement](#) if you are a Westpac customer in Australia.
- [Third Party Privacy Notice](#) if you are a third party or supplier.
- [Candidate, Visitor, and Contractor Privacy Statement and Consent](#) if you are a contractor or job applicant.
- [Overseas Privacy and Data Protection Policies](#) if you are located overseas.

Agreement to recording a Microsoft Teams meeting

By confirming your agreement to the recording of the Microsoft Teams meeting, you consent to transcription and the use and disclosure of the records of transcription within the Westpac Group.

Agreement from Other Attendees to recording a Microsoft Teams meeting

If other persons are physically attending a Microsoft Teams meeting that is being transcribed and are not personally logging into Microsoft Teams for that meeting (“**Other Attendees**”), you (or the relevant meeting host or attendee signing into the Microsoft Teams meeting) will need to:

- Inform Other Attendees of this Statement, and where a copy can be accessed;
- Confirm Other Attendees’ agreement to the recording of the meeting; and
- Obtain their consent to transcription and the use and disclosure of the records of transcription within the Westpac Group.

By confirming your agreement to the recording of the Microsoft Teams meeting, you confirm that the above has been undertaken (where applicable).

Accessibility support.

At any time, you can inform us how you would prefer to be contacted. If you are deaf and/or find it hard hearing or speaking with people who use a phone, you can reach us through the National Relay Service (NRS). To use the NRS, you can register by visiting accesshub.gov.au/about-the-nrs

Visit westpac.com.au/web-accessibility for further information on our accessible products and services for people with disability.

Westpac acknowledges the traditional owners as the custodians of this land, recognising their connection to land, waters and community. We pay our respect to Australia’s First Peoples, and to their Elders, past, present and future.