

# Privacy and MS Teams FAQ

Protecting privacy is a top priority at the University of Toronto. The following questions and answers explain U of T privacy practices specifically with regard to MS Teams

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## What is MS Teams?

Microsoft Teams is an online collaborative work space that brings together people, content and conversations. With Teams, colleagues can create content while collaborating with one another at the same time, using a variety of different tools, most prominently asynchronous chat, and live video conferencing, fully integrated with the rest of the MS365 (formerly Office 365) suite, including your Outlook email and calendar, and MS365 OneDrive. For more about Teams at U of T please visit: <https://easi.its.utoronto.ca/shared-services/office365/teams/>

## What Privacy provisions are in place for MS teams?

The University of Toronto is a customer of Office 365 and owns and controls University data and has reviewed protections for personal data. Microsoft provides assurances that it does not use personal data for anything other than providing users with the service that they are subscribed to. As a service provider, Microsoft does not scan email, documents, or Teams for advertising or for purposes that are not service-related. Microsoft does not have access to uploaded content.

## What Security provisions are in place for MS Teams?

Microsoft Teams is provided as part of Office 365, and is protected by the same security standards as Office 365. Details of security and compliance to standards are provided in Microsoft's trust centre and have been reviewed by the University. Like OneDrive for Business and SharePoint Online, Teams customer data stays within the tenant. Teams enforces team-wide and organization-wide authentication through Active Directory, and encryption of data in transit and at rest. Files are stored in SharePoint and are backed by SharePoint encryption.

## Teams Management by Users

Microsoft provides a large number of controls that are customizable by U of T administrators and users. Some use cases are provided below. Please see additional support documentation in our Teams Support website: <https://easi.its.utoronto.ca/shared-services/office365/teams/>

## Are there Channel Moderation and Control Settings for Teams Channels?

Channel owners can moderate a channel conversation and control who is, and is not, allowed to share content in channel conversations. This helps ensure only appropriate content is viewed by others. See more here: <https://docs.microsoft.com/en-us/microsoftteams/manage-channel-moderation-in-teams>

### **Is there User Control over Teams Channel Messages?**

Yes, any user can edit or delete any message sent to a channel or a chat directly from the user interface. Read more here: - <https://easi.its.utoronto.ca/wp-content/uploads/2020/04/Managing-your-Teams-Experience-deleting.pdf>

### **Are there Meeting Options and Controls for Teams Video Meetings?**

Yes, with meeting options, you can decide who from outside of U of T can join your meetings directly, and who should wait in the lobby for someone to let them in. Participants who join by phone will be joining via lobby. Meeting organizers can also remove participants during the meeting. For more information on controls see: <https://support.microsoft.com/en-us/office/change-participant-settings-for-a-teams-meeting-53261366-dbd5-45f9-aae9-a70e6354f88e>

### **Are there different Roles within a Teams Video Meeting?**

A meeting organizer can define roles in a Teams meeting that designate “presenters” and “attendees,” and control which meeting participants are allowed to present content in the meeting. In the case of U of T, internal members (faculty, staff and students) are presenters by default. This can be adjusted to select specific people, or only the person setting up the meeting. See more here: <https://support.microsoft.com/en-us/office/roles-in-a-teams-meeting-c16fa7d0-1666-4dde-8686-0a0bfe16e019>

### **What controls are in place for Teams Video Meeting Recordings?**

Meeting recording access is limited to U of T attendees (faculty, staff and students) who are on the call. All recordings of meetings are accompanied by a notice to attendees that a recording is taking place. The notice also links to the privacy notice for online participants. Only faculty and staff have video upload permissions to Microsoft Stream. Videos may be shared and downloaded according to permissions enabled by account administrators.