

## Information Governance - Microsoft Teams Fact Sheet

### Background

Since the outbreak of the Covid-19 and the implementation of social distancing measures introduced by the UK government, the Trust has had to adapt how its employees conduct face to face meetings. To enable Trust employees to continue to conduct meetings whilst maintaining the social distancing guidelines, the Trust has implemented the use of Microsoft Teams (MSTs). This is accessible to all employees using their designated NHS.net email address.

### Microsoft Teams (MSTs)

MST's can be downloaded directly on to an employee's PC on site, a personal or Trust issued laptop or a personal device such as a smart phone, allowing access while either working on site or remotely from home. The MSTs platform enables employees to message, make calls and video call one another directly in a one to one or multi participant setting.

**Although MSTs has the functionality to record meetings, the Trust does not support nor approve the use of this function.**

When conducting meetings via MSTs please ensure there is a nominated minute taker; this individual is required to be introduced prior to the meetings commencement. It is the duty of the Chair of any meeting to support the minute taker and ensure clear introductions to identify who is speaking and the minute taker must be given the opportunity to go back to any participant to clarify any outstanding or unclear details; this may include a participants name and or any information provided during the meeting.

**Should the organiser of a meeting wish to use the MSTs recording function, a request must first be submitted to the Information Governance (IG) team** for their review, prior to the meeting. This should include any justification to support the request; this can be emailed to the IG team via [leedsth-tr.informationgovernance@nhs.net](mailto:leedsth-tr.informationgovernance@nhs.net)

### Important to note

Any recordings that have already been produced and locally stored as a result of a MSTs meeting must be deleted immediately. Those recorded in MST will be deleted centrally. If there is a necessary reason for a recording to be retained, the IG team must be notified of this as soon as possible via email (as above); providing a justified reason as to why the recording is required to be retained, at this point the IG team will review your request.

**Remember, unless you get prior IG approval to record a MSTs meeting, the Trust does not support or permit this function.**

Should you require any further guidance, please do not hesitate to contact the IG team.