



Privacy Notice for Cisco Webex meetings

Purpose

The Royal Australian Mint (the **Mint**) uses Cisco Webex (**Webex**), a cloud-based web and video conferencing solution developed by Cisco, to organise and host web meetings. The Mint may use the recording function in Webex to make video and audio recordings of web meetings, obtain autogenerated transcripts of web meetings, as well as generate meeting summaries from recordings and transcripts, for the purpose of maintaining a record of attendance, discussions and subject matters related to the Mint's functions.

Who is collecting your personal information?

The Mint is collecting your personal information.

Before joining a Webex meeting, you are prompted to either agree or disagree to this privacy notice prior to being admitted to the meeting. If you disagree to this notice, you will not be able to join the meeting. By agreeing, you are consenting to the Mint collecting and handling the required personal information to facilitate the Webex meeting in accordance with this notice.

What information is the Mint collecting?

When inviting people and recording a meeting, the Mint may collect the following personal information about you:

- Your contact details, these being your name, email address and phone number (if you join via phone);
- Your image (if you have your camera turned on) and audio of your voice (if you choose to speak during the meeting);
- Your location (for example, if you attend from a meeting room); and
- Information and opinions you share during the meeting, whether verbally or through the chat function.

Why is the Mint collecting your personal information?

The Mint is collecting this personal information about you for the primary purpose of conducting the Webex meeting in conjunction with performing its functions. The meeting recordings and transcripts may be used to:

- provide a record of the web meeting;
- assist with (or provide an alternative to) minute-taking;
- provide training to staff; and
- enable absent staff to catch-up on the meeting discussion.

If a meeting recording or transcript is proposed to be used for other purposes, then the meeting host will advise at the start of the meeting or in the meeting invite.

Who will the Mint disclose your personal information to?

Other than sharing meeting recordings and/or transcripts with meeting participants or invitees who were unable to attend the meeting (including external invitees where these invitees are not based overseas), meeting recordings and/or transcripts will otherwise not be disclosed to third parties unless the disclosure is consented to by all meeting participants or otherwise permitted by law.

If the Mint needs to disclose meeting recordings and/or transcripts overseas, the Mint will at all times comply with its privacy obligations.

How are recordings managed?

Meeting recordings and/or transcripts should only be shared with meeting participants or invitees (unless otherwise mentioned at the start of the meeting and the meeting invite) in circumstances where information in the meeting record or transcript can be kept confidential and/or is protected from unauthorised access, use and/or disclosure. Meeting recordings and/or transcripts will only be shared with persons or entities external to the Mint and/or are not an 'Official' (as defined in the [Public Governance, Performance and Accountability Act 2013 \(Cth\)](#)) where such persons or entities are subject to keep the information confidential. Meeting recordings or transcripts should not be disclosed externally to the Mint, including to any third parties to the Mint, unless (and to the extent that) such disclosure is permitted by law.

The Mint will store meeting recordings and transcripts securely through the Cisco Webex portal and authorised record keeping systems.

Recordings are destroyed in line with the [Mint's privacy policy](#) and where permitted by law.

What happens if the Mint doesn't collect your personal information?

It is not possible to participate in a Webex meeting unless you provide your name, email address or phone number. If you do not want to provide other personal information you can either choose to leave the Webex meeting, or you may choose to join the meeting but turn off your camera and/or elect not to speak during the meeting.

Further information

You can read the [Mint's privacy policy](#) through our website, along with the Department of the Treasury's [privacy policy](#) in conjunction. The Mint's privacy policy includes information on how to contact the Mint's Privacy Officer to request access to your personal information, seek correction of information held by the Mint or put in a complaint.

Controlled content information	
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