



# AI Transparency Notice

## Use of Microsoft Teams Transcript

For the attention of meeting participants

This AI Transparency Notice is provided in relation to the use of Microsoft Teams Transcription feature (the "System").

This notice is provided to all board and committee meeting participants and is intended to ensure transparency regarding the use of automated processing within the Microsoft Teams. In line with operational practices, this notice is provided via email invitation in advance of initial use of the System.

Microsoft Teams transcription uses automated speech recognition and machine learning to convert spoken audio into written text. This involves Processing of Personal Data through automated means not fully human-controlled at the point of processing.

- The System operates within human-defined purposes only, cannot independently define or expand purposes, and does not produce legal or similarly significant automated decisions.
- Participation in transcribed meetings means your voice may be processed and transcribed. You may choose not to participate where appropriate.
- Personal Data is processed solely to generate meeting transcripts, support accessibility and inclusivity, enable search, review, and documentation, and support productivity, governance, and compliance.
- Transcription is user-activated and limited to meeting audio, the System processes spoken content only and does not infer additional characteristics. It does not use data to train AI models and it operates under organisational controls and Microsoft service safeguards. Safeguards include access controls, encryption, and monitoring, retention controls and misuse prevention measures, and human oversight and governance.
- The System produces text transcripts, timestamps, speaker attribution and metadata. These outputs are used to review discussions, support collaboration, and maintain records. All outputs are assistive only, subject to human review and not used for automated decision-making.
- The System is designed and operated in line with key principles of transparency, human oversight, purpose limitation, accuracy, security, and accountability, including user notification when transcription is active and appropriate organisational governance and controls. It

incorporates safeguards such as access controls, monitoring, and human review to protect Personal Data and ensure compliant Processing.

- The System aligns with recognised standards and frameworks, including OECD and UNESCO AI principles, the NIST AI Risk Management Framework, Dubai Digital Authority guidance, Microsoft Responsible AI standards, ISO 27001, and applicable DIFC and UAE regulatory expectations.

By participating in a Microsoft Teams meeting where transcription is enabled, you acknowledge that (i) the System uses automated processing of speech to text (ii) your Personal Data may be processed for the stated purposes (iii) the System supports but does not replace human judgement.

Your rights under the DIFC Data Protection Law are not adversely affected, and you retain all Article 29 rights. For further information regarding the Processing of Personal Data or to exercise your rights, please refer to our Data Protection Information Notice [here](#).