



Microsoft Teams Terms of Use

Microsoft Full Teams Terms of Use

- Information of business value must be saved into your existing information repository such as Objective, shared drive or line-of business system. Refer to the [Where does information belong](#) guide.
- When using MS Teams [Personal Information](#) must only be collaborated on in a [private Microsoft Team](#) to ensure it is only available to people with the correct access.
- [Information classified](#) as SENSITIVE or RESTRICTED must only be collaborated on in a private Microsoft Team to ensure it is only available to people with the correct access.
- Do not store Ministry information of value in OneDrive. OneDrive is your own storage space and can be used to store personal meeting/working notes or reference material. Ministry information of value must be stored in your existing information repository such as Objective, shared drive or line-of business system.
- Use of Microsoft Teams will be monitored and as a result some changes may be made, which could include removal of a Microsoft Team if it is unused or misused.
- The [MSD Code of Conduct](#), [Principles of the Privacy Act](#) and [Privacy policy and guidelines](#) apply at all times.
- You must adhere to the Privacy Requirements in the [Acceptable Use of Personal Information in M365](#) guidance.
- Any instances of unauthorised use/access to Personal Information in Teams must be reported to [Privacy and Information Sharing Team](#).

Have some feedback? questions?
or suggestions?

Contact us

Microsoft Teams Lite Terms of Use

- Information in Microsoft Teams Lite will be retained for six months, so anything of business value to MSD (e.g. approvals and decisions) needs to be captured elsewhere (e.g. Objective or other line of business systems).
- When discussing [information classified](#) as SENSITIVE or RESTRICTED ensure access is limited to only those who need to be involved.
- Use of Microsoft Teams Lite will be monitored, which could result in the removal of Microsoft Teams Lite if it is misused.
- The [MSD Code of Conduct](#), [Principles of the Privacy Act](#) and [Privacy policy and guidelines](#) apply at all times.
- You must adhere to the Privacy Requirements in [Microsoft Teams Lite Personal Information Use Scenarios](#).
- Any instances of unauthorised use/access to Personal Information in Microsoft Teams Lite must be reported to [Privacy and Information Sharing Team](#).