

# Privacy Information Statement – Microsoft 365 Copilot

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## What is a Privacy Information Statement?

When a digital service or application is utilised as part of the teaching and learning curriculum, we require your consent to allow collection, use and disclosure of your child's personal information including when data is transferred and held in cloud-based storage offshore, outside Australia. The following Privacy Information Statement provides information about the application to allow informed consent to be provided.

## What is Microsoft 365 Copilot?

Microsoft, MS365 Copilot is a generative Artificial Intelligence tool integrated into the Department of Education and Training's, MS365 environment. Copilot uses Azure OpenAI's large language models, LLMs to enhance productivity in applications, apps like Teams, Word, Excel, PowerPoint and Outlook. It assists tasks such as summarising content, generating text or images such as JPEG format, and retrieving relevant information. By drawing on data users already have access to, such as emails, chats, meetings, documents, and contacts, Copilot provides contextual, AI-generated responses.

## What data is collected?

MS365 Copilot does not require separate account registration. Instead, it uses existing MS365 user account details and organisational directory information managed through Entra ID to authenticate users and determine access permissions. To provide its services, MS365 Copilot may, at times, collect and process certain personal information from users and their work-related content. The service does not collect new data or access public websites, social media, or third-party apps. All processing happens in real time within Microsoft's secure environment, respecting user privacy, permissions, and data residency rules. Copilot does not store user interactions or use them to train its models, ensuring that all activity remains private and temporary.

## How is the data used?

Microsoft states that Copilot operates entirely within the department's secure Microsoft 365 environment and follows existing user access controls. When a user interacts with Copilot, any data involved such as prompts, responses, and related content like documents or emails is processed and stored securely within the department's system. This data is encrypted, only accessible to authorised users, and is not used to train the AI models behind Copilot. This

means that any information entered into Copilot remains private and will not be reused or shared with other users.

## Is the data secure?

MS365 Copilot operates within the department's secure environment and follows existing user permissions managed through Entra ID, ensuring it only accesses information users are already authorised to view. School-based administrators can manage access based on user roles, helping protect data privacy and control features like file sharing and chat. Copilot does not connect to the department's core systems such as Compass, Xuno, GradeXpert, or TRM, so it cannot access sensitive student or staff records. A security assessment has been conducted to confirm that Copilot meets the department's technical security standards.

## Who has access to the data?

Only authorised users such as staff and students with appropriate permissions can access the data. All information remains private, encrypted, and accessible only to those with approved access.

## When is the data deleted?

Microsoft provides strong data retention and deletion tools that help protect personal information. Data is only kept for a limited time, usually between 30 and 180 days depending on the type and purpose. Schools can set rules to automatically delete or keep data as needed. Once data is no longer required, Microsoft ensures it is permanently deleted and cannot be recovered. If needed, specific user data can also be permanently deleted using secure processes.

## Where is the data?

The MS365 Copilot tenancy is in Australia.

## Further Information

[MS365 Copilot](#)<sup>1</sup>

[Data, Privacy, and Security for Microsoft 365 Copilot](#)<sup>2</sup>

[Department of Education and Training privacy information and management](#)<sup>3</sup>

[Northern Territory Information Act and Information Privacy Principles](#)<sup>4</sup>

Feedback regarding the Department of Education and Training's management of this service can be made through your school or the [Education and learning complaints website](#).<sup>5</sup>

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<sup>1</sup> <https://m365.cloud.microsoft/chat/?auth=2>

<sup>2</sup> <https://learn.microsoft.com/en-us/copilot/microsoft-365/microsoft-365-copilot-privacy>

<sup>3</sup> <https://education.nt.gov.au/policies/conduct>

<sup>4</sup> <https://infocomm.nt.gov.au/>

<sup>5</sup> <https://nt.gov.au/learning/complaints>