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Data Protection Notice

Content creation and collaboration by means of Microsoft Office 365 online

Annex A

User activity events that create service generated data

Personal data might be processed through logs for the purposes that are referred to in Section 3 in an exhaustive manner.

SharePoint Online and OneDrive for Business

File and page activities

Short	Description
Accessed file	User accesses a file.
Extended accessed file	An event is logged when the same user continually accesses a file for an extended period (up to 3 hours).
Changed retention label for a file	A retention label was applied to or removed from a document.
Changed record status to locked	The record status of a retention label that classifies a document as a record was locked.
Changed record status to unlocked	The record status of a retention label that classifies a document as a record was unlocked.
Checked in file	User checks in a document that they checked out from a document library.
Checked out file	User checks out a document located in a document library.
Copied file	User copies a document from a site.
Deleted file	User deletes a document from a site.
Deleted file from recycle bin	User deletes a file from the recycle bin of a site.
Deleted file from second- stage recycle bin	User deletes a file from the second stage recycle bin of a site.
Deleted file marked as a record	A document or email that was marked as a record was deleted.
Detected document sensitivity mismatch	User uploads a document to a site protected with a sensitivity label.
Discarded file checkout	User discards or undoes a checked-out file.
Downloaded file	User downloads a document from a site.

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Short	Description
Modified file	User modifies the content or the properties of a document on a site.
Moved file	User moves a document from its current location on a site to a new location.
Previewed file	User previews files on a site.
Performed search query	User performs a search.
Recycled all minor versions of file	User deletes all minor versions from the version history of a file.
Recycled all versions of file	User deletes all versions from the version history of a file.
Recycled version of file	User deletes a version from the version history of a file.
Renamed file	User renames a document on a site.
Restored file	User restores a document from the recycle bin of a site.
Uploaded file	User uploads a document to a folder on a site.
Viewed page	User views a page on a site.
View signalled by client	The indicated page has been viewed by the user.

Folder activities

Short	Description
Copied folder	User copies a folder from a site to another location.
Created folder	User creates a folder on a site.
Deleted folder	User deletes a folder from a site.
Deleted folder from recycle bin	User deletes a folder from the recycle bin on a site.
Deleted folder from second-stage recycle bin	User deletes a folder from the second-stage recycle bin on a site.
Modified folder	User modifies a folder on a site.
Moved folder	User moves a folder to a different location on a site.
Renamed folder	User renames a folder on a site.
Restored folder	User restores a deleted folder from the recycle bin on a site.

SharePoint list activities

Short	Description
Created list	User created a SharePoint list.
Created list column	User created a SharePoint list column.
Created list content type	User created a list content type.
Created list item	User created an item in an existing SharePoint list.
Created site column	User created a SharePoint site column.
Created site content type	User created a site content type.
Deleted list	User deleted a SharePoint list.

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Short	Description
Deleted list column	User deleted a SharePoint list column.
Deleted list content type	User deleted a list content type.
Deleted list item	User deleted a SharePoint list item.
Deleted site column	User deleted a SharePoint site column.
Deleted site content type	User deleted a site content type.
Recycled list item	User moved a SharePoint list item to the Recycle Bin.
Restored list	User restored a SharePoint list from the Recycle Bin.
Restored list item	User restored a SharePoint list item from the Recycle Bin.
Updated list	User updated a SharePoint list by modifying one or more properties.
Updated list column	User updated a SharePoint list column by modifying one or more properties.
Updated list content type	User updated a list content type by modifying one or more properties.
Updated list item	User updated a SharePoint list item by modifying one or more properties.
Updated site column	User updated a SharePoint site column by modifying one or more properties.
Updated site content type	User updated a site content type by modifying one or more properties.

Sharing and access request activities

Short	Description
Added permission level to site collection	A permission level was added to a site collection.
Accepted access request	An access request to a site, folder, or document was accepted.
Accepted sharing invitation	User accepted a sharing invitation.
Blocked sharing invitation	A sharing invitation sent by a user is blocked due to an external sharing policy.
Created access request	User requests access to a site, folder, or document they do not have permissions to access.
Created a company shareable link	User created a company-wide link to a resource.
Created an anonymous link	User created an anonymous link to a resource.
Created secure link	A secure sharing link was created to this item.
Created sharing invitation	User shared a resource with a user who is not in the directory.
Deleted secure link	A secure sharing link was deleted.
Denied access request	An access request to a site, folder, or document was denied.
Removed a company shareable link	User removed a company-wide link to a resource.

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Short	Description
Shared file, folder, or site	User shared a file, folder, or site with a user in the directory.
Updated access request	An access request to an item was updated.
Updated sharing invitation	An external sharing invitation was updated.
Unshared file, folder, or site	User unshared a file, folder, or site that was previously shared.
Used a company shareable link	User accessed a resource by using a link accessible to all users in the organisation.
Used secure link	User used a secure link.
User added to secure link	User was added to the list of entities who can use a secure sharing link.
User removed from secure link	User was removed from the list of entities who can use a secure sharing link.
Withdrew sharing invitation	User withdrew a sharing invitation to a resource.

Synchronization activities

Short	Description
Allowed computer to sync files	User successfully establishes a sync relationship with a site.
Blocked computer from syncing files	User tries to establish a sync relationship with a site from a computer that does not belong to the domain.
Downloaded files to computer	User establishes a sync relationship and successfully downloads files for the first time to their computer from a document library.
Downloaded file changes to computer	User successfully downloads any changes to files from a document library.
Edge favorites	User's favorite and history is in sync with the user profile and is made available through Microsoft cloud user profile.
Uploaded files to document library	User establishes a sync relationship and successfully uploads files for the first time from their computer to a document library.
Uploaded file changes to document library	User successfully uploads changes to files on a document library.

Site permissions activities

Short	Description
Added site collection admin	Site collection administrator or owner adds a user as a site collection administrator for a site.
Added user or group to SharePoint group	User added a member or guest.
Broke permission level inheritance	An item was changed so that it no longer inherits permissions from its parent.
Broke sharing inheritance	An item was changed so that it no longer inherits sharing permissions from its parent.

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Short	Description
Created group	Site administrator or owner creates a group for a site or performs a task that results in a group being created.
Deleted group	User deletes a group from a site.
Modified access request setting	The access request settings were modified on a site.
Modified 'Members Can Share' setting	The Members Can Share setting was modified on a site.
Modified permission level on a site collection	A permission level was changed on a site collection.
Modified site permissions	Site administrator or owner changes the permission level that is assigned to a group on a site.
Removed permission level from site collection	A permission level was removed from a site collection.
Removed site collection admin	Site collection administrator or owner removes a user as a site collection administrator for a site.
Removed user or group from SharePoint group	User removed a member or guest.
Requested site admin permissions	User requests to be added as a site collection administrator for a site collection.
Restored sharing inheritance	A change was made so that an item inherits sharing permissions from its parent.
Updated group	Site administrator or owner changes the settings of a group for a site.

Site administration activities

Short	Description
Allowed user to create groups	Site administrator or owner adds a permission level to a site that allows users assigned that permission to create a group for that site.
Deleted site	Site administrator deletes a site.
Enabled document preview	Site administrator enables document preview for a site.
Enabled legacy workflow	Site administrator or owner adds a Legacy Workflow content type to the site.
Enabled result source for People Searches	Site administrator creates the result source for People Searches for a site.
Enabled RSS feeds	Site administrator or owner enables RSS feeds for a site.
Joined site to hub site	A site owner associates their site with a hub site.
Renamed site	Site administrator or owner renames a site
Unjoined site from hub site	A site owner disassociates their site from a hub site.

Microsoft Teams activities

Short	Description
Added bot to team	User adds a bot to a team.

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Short	Description
Added channel	User adds a channel to a team.
Added connector	User adds a connector to a channel.
Added members	A team owner adds members to a team, channel, or group chat.
Added tab	User adds a tab to a channel.
Changed channel setting	Changes name or description of a team channel.
Changed role of members	A team owner changes the role of members in a team.
Changed team setting	User changes the access type, information classification, name, team description of a team or made changes to team settings.
Created team	User creates a team.
Deleted channel	User deletes a channel from a team.
Deleted team	A team owner deletes a team.
Installed app	An app was installed.
Performed action on card	User took action on an adaptive card within a chat.
Removed bot from team	User removes a bot from a team.
Removed connector	User removes a connector from a channel.
Removed members	A team owner removes members from a team, channel, or group chat.
Removed tab	User removes a tab from a channel.
Uninstalled app	An app was uninstalled.
Updated connector	User modified a connector in a channel.
Updated tab	User modified a tab in a channel.
User signed in to Teams	User signs into a Microsoft Teams client.

Microsoft Teams Shifts activities

Short	Description
Added scheduling group	User successfully adds a new scheduling group to the schedule.
Edited scheduling group	User successfully edits a scheduling group.
Deleted scheduling group	User successfully deletes a scheduling group from the schedule.
Withdrew schedule	User successfully withdraws a published schedule.
Added shift	User successfully adds a shift.
Edited shift	User successfully edits a shift.
Deleted shift	User successfully deletes a shift.
Added time off	User successfully adds time off on the schedule.
Edited time off	User successfully edits time off.
Deleted time off	User successfully deletes time off.
Added open shift	User successfully adds an open shift to a scheduling group.
Edited open shift	User successfully edits an open shift in a scheduling group.
Deleted open shift	User successfully deletes an open shift from a scheduling group.
Shared schedule	User successfully shared a team schedule for a date range.

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Short	Description
Clocked in using Time clock	User successfully clocks in using Time clock.
Clocked out using Time clock	User successfully clocks out using Time clock.
Started break using Time clock	User successfully starts a break during an active Time clock session.
Ended break using Time clock	User successfully ends a break during an active Time clock session.
Added Time clock entry	User successfully adds a new manual Time clock entry on Time Sheet.
Edited Time clock entry	User successfully edits a Time clock entry on Time Sheet.
Deleted Time clock entry	User successfully deletes a Time clock entry on Time Sheet.
Added shift request	User added a shift request.
Responded to shift request	User responded to a shift request.
Canceled shift request	User cancelled a shift request.
Changed schedule setting	User changes a setting in Shifts settings.
Accepted off shift message	User acknowledges the off-shift message to access Teams after shift hours.

Microsoft Forms activities

Short	Description
Created comment	Form owner adds comment or score to a quiz.
Created form	Form owner creates a new form.
Edited form	Form owner edits a form such, as creating, removing, or editing a question.
Moved form	Form owner moves a form.
Deleted form	Form owner deletes a form.
Viewed form (design time)	Form owner opens an existing form for editing.
Previewed form	Form owner previews a form.
Exported form	Form owner exports results to Excel.
Allowed share form for copy	Form owner creates a template link to share the form with other users.
Disallowed share form for copy	Form owner deletes template link.
Added form co-author	User uses a collaboration link to help design or view responses.
Removed form co-author	Form owner deletes a collaboration link.
Viewed response page	User has opened a response page to view.
Created response	User has submitted a response to a form.
Updated response	Form owner has updated a comment or score on a quiz.
Deleted all responses	Form owner deletes all response data.
Deleted Response	Form owner deletes one response.
Viewed responses	Form owner views the aggregated list of responses.

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Short	Description
Viewed response	Form owner views a particular response.
Created summary link	Form owner creates summary results link to share results.
Deleted summary link	Form owner deletes summary results link.
Updated form phishing status	This event is logged whenever the detailed value for the internal security status was changed.
Updated user phishing status	This event is logged whenever the value for the user security status was changed.
Sent Forms Pro invitation	User clicks to activate a Pro trial.
Updated form setting	Form owner updates a form setting.
Updated user setting	Form owner updates User setting.
Listed forms	Form owner is viewing a list of forms.
Submitted response	User submits a response to a form.

Forms activities performed by co-authors and anonymous responders

Activity type	Internal or external user	Organization logged in to	Forms user type
Co-authoring activities	Internal	Form owner's org	Co-author
Co-authoring activities	External	Co-author's org	Co-author
Co-authoring activities	External	Form owner's org	Co-author
Response activities	External	Responder's org	Responder
Response activities	External	Form owner's org	Responder
Response activities	Anonymous	Form owner's org	Responder

Actions logged in Stream

Note that the content of Stream videos is not covered with this notice.

Action Name	Definition
Created video	Video entity has been created. No video uploaded yet.
Edited video	Video metadata has been edited.
Deleted video	Video has been deleted.
Uploaded video	Video has been uploaded.
Downloaded video	Video download happened.
Edited video permission	Video permissions were modified
Viewed video	A video has been viewed either in the Stream portal or via embed
Shared video	Video shared via email.
Liked video	A user in the organization liked this video
Unliked video	A user disliked a video which he/she previously liked
Commented on video	A comment was made on a video
Deleted video comment	A comment on a video was deleted
Uploaded text track	A subtitle file was uploaded for a video
Deleted text track	A subtitle file was deleted for a video
Uploaded thumbnail	A custom thumbnail was uploaded for a video
Deleted thumbnail	Custom thumbnail was deleted for a video

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Action Name	Definition
Linked on Video	A video was associated with a M365 Group
Created group	An M365 Group was created from Microsoft Stream
Edited group	Metadata was updated for an M365 Group
Deleted group	An M365 Group was deleted from Microsoft Stream
Edited group memberships	M365 Group permissions were edited
Created channel	A new channel was created
Edited channel	Channel metadata was edited
Deleted channel	Channel was deleted
Set channel thumbnail	Logged after thumbnails complete upload
Logon	User Logged in to Microsoft Stream
Edited user settings	User edited user settings such as language

M365 meetings logged data categories

Short	Description
creationDateTime	The meeting creation time in UTC.
lastModifiedDateTime	UTC time when the call record was created.
startDateTime	UTC time when the first user joined the call.
endDateTime	UTC time when the last user left the call.
id	Unique identifier for the call record or session.
joinWebUrl	Meeting URL associated to the call.
type	Indicates the type of the call, e.g. groupCall, peerToPeer.
modalities	List of all the modalities used in the call, e.g. audio, video, screenSharing.
subject	The subject of the online meeting.
organizer	The organizing party's identity: user display name and unique id.
participants	List of distinct identities involved in the call or associated with the online meeting: user display name and unique id.
caller	Endpoint that initiated the session, e.g. user's device, an application.
callee	Endpoint that answered the session, e.g. user's device, an application.
chatInfo	The chat information associated with an online meeting: • unique identifier of a message in a Microsoft Teams channel. • ID of the reply message. • unique identifier for a thread in Microsoft Teams.
videoTeleconferenceId	The video teleconferencing ID.
isEntryExitAnnounced	Whether or not to announce when callers join or leave.
lobbyBypassSettings	Specifies which participants can bypass the meeting lobby.
allowedPresenters	Specifies who can be a presenter in a meeting: • Everyone is a presenter (This is default option). • Everyone in organizer's organization is a presenter. • Only the participants whose role is presenter are presenters. • Only the organizer is a presenter.

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Short	Description
userid	The user object id.
availability	The base presence information for a user, e.g. Available, Away, BeRightBack, Busy, DoNotDisturb, Offline, PresenceUnknown.
activity	The supplemental information to a user's availability, e.g. InACall, InAConferenceCall, Inactive, InAMeeting, OffWork, OutOfOffice, Presenting, UrgentInterruptionsOnly.