Regeneron Microsoft 365 Copilot Notes Privacy Policy/Notice

Microsoft 365 Copilot notes ("Copilot Notes") is an artificial intelligence enabled tool that listens to and interprets spoken and shared content in real time during a Microsoft Teams meeting to generate meeting summaries, notes, action items and other meeting-related content ("Meeting Notes"). The meeting is not being recorded, and no transcript of the meeting will be retained; however, the AI-generated Meeting Notes may be retained. Meeting participants may request that other participants refrain from using Copilot before or at the start of the meeting or opt-out by leaving the meeting after Copilot is engaged.

This Privacy Notice describes how Regeneron Pharmaceuticals, Inc. and its subsidiaries ("Regeneron") handle Personal Data collected during the use of Copilot Notes. "Personal Data" means any information that identifies, relates to, describes, is capable of being associated with, or could reasonably be linked, directly or indirectly, to an individual.

When Copilot Notes is used during meetings, Regeneron may collect and process participant information (e.g., names, titles, email addresses), spoken and shared content, and associated data including attendance and join times. Personal Data is processed for the following purposes: generating meeting summaries and insights; facilitating follow-up actions and task tracking; improving accessibility of meeting content; and supporting organizational knowledge management.

For Regeneron personnel, except as set out herein, the provisions of the Privacy Notice for Regeneron Employees and Contingent Workers ("Employee Privacy Notice"), including how to exercise your rights and how to contact us, apply and are incorporated into this notice by reference. Please refer to the Employee Privacy Notice available on Regeneron's intranet (RON) or contact the data privacy office at dataprotection@regeneron.com to request a copy.

For all other individuals, except as set out herein, the provisions of the Regeneron Privacy Notice located at https://www.regeneron.com/privacy-notice, including how to exercise your rights and how to contact us, apply and are incorporated into this notice by reference.

We may amend this Notice at any time by posting an updated version.