

**Team: IT**

**Service Area: IT Services and Relevant Service Areas**

**Directorate: Strategy and Resources**

**May 2020**

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Zoom is a cloud platform for video, voice, content sharing and chat that can be used across mobile devices, desktops, telephones, and room systems. Zoom will allow meetings to be conducted remotely, so that usual Council duties can be replicated as much as possible during this time period when strict restrictions on interactions and meetings are being observed due to COVID-19. The basis under which the Council uses personal data for this purpose is that this is necessary for the performance of a task carried out in the public interest by the Council or in the exercise of official authority vested in the Council.

Zoom may be used in the following settings:

- Committee meetings
- Coroner's inquests
- School appeals
- Social care meetings
- Recruitment exercises

The personal data that will be collected in order to facilitate meetings and interviews could include:

- Your name (and business address if applicable)
- Your email address
- Your business email address and business telephone number
- Your job title

The personal data that will be required in all settings will be:

- Your name
- Your location
- Your IP address

The information provided by you may include the following special categories of personal data, depending on the nature of the meeting, inquest or interview:

- Race and Ethnicity
- Religious or Philosophical views or beliefs Information
- Political views or opinions
- Sexual Orientation
- Trade Union Membership
- Health Data
- Biometric Data, which is used to identify an individual.

Recordings of meetings will not routinely be retained by Zoom or the Council. When there is a legal requirement to keep a record, you will be informed and will have the opportunity to leave the meeting prior to recording.

Information in these categories is used by the Council on the basis that such use is necessary for reasons of substantial public interest, and in accordance with the provisions of the Data Protection Act 2018.

Please refer to Information Asset Register: <https://geoserver.nottinghamcity.gov.uk/information-asset-register/> and the local privacy notice for the area the meeting is in relation to (e.g. Childrens and Adults, or School Appeals) for information on data retention.

The information provided by you may also be used for the purpose of any other function carried out by the Council. Information about these functions and the legal basis on which information is used for them can be found at <http://www.nottinghamcity.gov.uk/privacy-statement/>.

The Data Controller is Nottingham City Council, Loxley House, Station Street, Nottingham NG2 3NG.

You can contact the data protection officer at the above address or at [data.protectionofficer@nottinghamcity.gov.uk](mailto:data.protectionofficer@nottinghamcity.gov.uk) .

The new data protection law known as the General Data Protection Regulation provides for the following rights as prescribed by the legislation:

- A right to request a copy of your information
- A right to request rectification of inaccurate personal data
- A right to request erasure of your data known as ‘the right to be forgotten’
- A right to in certain circumstances to request restriction of processing

- A right in certain circumstances to request portability of your data to another provider
- A right to object to processing of data in certain circumstances
- A right regarding automated decision making including profiling

Please note that if you are unhappy with a decision regarding the handling of your data you have the right to complain to the Information Commissioner's Office at Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF. See also the Information Commissioners website at <https://ico.org.uk/your-data-matters/> .

For more information about these rights please refer to our detailed privacy statement at <https://www.nottinghamcity.gov.uk/privacy-statement> .