

Privacy Notice – Zoom Online Meeting Sessions

Introduction

At the Early Years Alliance (**EYA**) we take your privacy seriously and are committed to ensuring that your personal data is protected in accordance with data protection laws and used in line with your expectations.

This privacy notice explains what personal data we collect, why we collect it, how we use it, when you consent to attend the online meeting sessions via ZOOM the video conferencing service and the control you have over your personal data and the procedures we have in place to protect it.

The London and Kent Service Hub of The Early Years Alliance will be using ZOOM (5.0 version) to conduct online group sessions with parents and children including parenting courses, domestic abuse support programmes and one to one family support work with families. This service adjustment is currently required due to the impact and restrictions caused by the Coronavirus (Covid 19) pandemic.

When we refer to “we”, “us” or “our”, we mean the EYA. The privacy team in relation to Zoom online group sessions regarding the London and Kent Service Hub at EYA can be contacted at Dataprotection@eyalliance.org.uk

Our full legal information as a Data Controller, is:

Early Years Alliance is the trading name of the Pre-school Learning Alliance, a charity registered in England Wales (number 1096526) and a company incorporated in England and Wales (number 4539003) with its registered office address at 50 Featherstone Street, London, England, EC1Y 8RT.

What personal data we collect

As part of the process to facilitate the Zoom online Conferencing sessions for your participation we collect and process your personal data. This means that we need to collect a range of information about you. This includes:

- your name and email address and mobile phone number;
- the Zoom session you are registered on and have attended;

Why we collect personal data and the legal basis for handling your data

We need to process your data with your consent to enable you to register and attend the online Zoom session providing the service in which you wish to participate.

Upon registration we will ask for your consent to process your personal data.

Who we share your data with

We will also share your data:

- with the online video conferencing company ZOOM
- with Lewisham Council as part of our contract to provide Early Years services . The Privacy Notices for the Children and Young People's Directorate department of Lewisham Council can be found here: <https://lewisham.gov.uk/about-this-site/privacy/cyp>
- if we are legally required to do so, for example, by a law enforcement agency, or court; and
- if it is necessary to protect our rights

We will never share your data with any organisation to use for their own purposes. Please note however that the ZOOM company has access to the data inputted to join the online video conference. Please refer to the privacy notice at this link:: <https://zoom.us/docs/en-us/privacy-and-security.html?>

We take the security of your personal data seriously. We have internal policies and strict controls in place to try to ensure that your data is not lost, accidentally destroyed, misused or disclosed and to prevent unauthorised access.

Where do we store your data?

All data you provide to us is stored on secure computers or servers located within the UK or European Economic Area. We may also store paper records in locked filing cabinets.

How long do we retain your data?

We will only keep your data for as long as is necessary and in line with data protection laws.

Your rights with respect to your data

As a data subject, you have a number of rights. You can:

- request to access, amend or correct the personal data we hold about you;
- request that we delete or stop processing your personal data, for example where the data is no longer necessary for the purposes of processing;
- Withdraw your consent (where you have provided it) and
- request that we transfer your personal data to another person.

If you wish to exercise any of these rights at any time please contact Val Pope, Service Manager at the London and Kent Service Hub at: val.pope@eyalliance.org.uk

How to ask questions about this notice

If you have any questions, comments or concerns about any aspect of this notice or how we handle your data please contact Val Pope at val.pope@eyalliance.org.uk

How to contact the Information Commissioner Office (ICO)

If the manager is not able to address your concern, please raise a complaint with our privacy team at dataprotection@eyalliance.org.uk or on 020 7697 2593.

If you are concerned about the way your data is handled and remain dissatisfied after raising your concern with our privacy team, you have the right to complain to the Information Commissioner Office (ICO). The ICO can be contacted at Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF or <https://ico.org.uk/>.

Changes to this notice

We keep this notice under regular review. Any changes to this notice will be posted at <https://www.eyalliance.org.uk/>, so that you may be aware of how we use your data at all times.

Further privacy information

For details of our full privacy policy please visit www.eyalliance.org.uk

May 2020