# Webinar privacy notice

22-May-20

1. About this privacy notice

This notice describes how we use your personal information for our Zoom webinars.

1. Who collects and controls your information?

We do: we're the controller of your personal information. We are Soundbitelearning UK Ltd, a company registered in England & Wales (registered company number 05921961, ICO registration number Z1442893).

Zoom Video Communications Inc. in the US provides the Zoom webinar platform and app. Zoom won't use the webinar content for their own purposes. Any information shared during the webinar, information about participants and any recordings, Zoom holds on our behalf as our processor.

Zoom will use your information for their own purposes when you visit their website, which includes webinar registration pages, or use their client software or their app. You can read their privacy policy here: <https://zoom.us/privacy/>.

1. What personal information do we collect and how do we use it?

We collect your name, email address and school. We use it to provide the webinar and send you a link to the recording after the webinar, together with relevant information and links to resources. Please note that for any third party resources we include, we aren't responsible for the third party's privacy practices, and we recommend you read their privacy and cookie notices.

If you join or participate in the webinar or follow up with us, we'll collect further information. Some of it will be technical information (about your device) and some will be content you contribute to Q&As, chats or surveys during the webinar or emails/surveys after the webinar.

If you use the chat feature, your message will go to the host (us) only by default unless you choose to send it to everyone in the webinar.

Questions in the Q&A feature will go to everyone in the webinar but you can anonymise your question so other participants can't see who you are (we'll still be able to see it's you).

We will record the webinar but won't include any of your information in the recording we publish: we'll edit it all out first.

We may ask you if you'd like us to send you GCSEPod updates. If we do and you say yes, we'll use your details to do that. You can opt out at any time.

We don't use any automated decision making – all decisions about webinar participants are made by humans.

1. On what basis do we use Zoom for webinars?

Our legitimate interests. Zoom allows us to implement webinars effectively – so it's in our legitimate interests to use your personal information in that context.

1. When do we share personal information with third parties?

We'll share your information with Zoom Video Communications Inc. We have a GDPR agreement with them, and they won't use the webinar content for their own purposes.

1. For how long do we store your personal information?

We'll delete your information after the webinar and follow-up, unless you have asked to receive updates or you have a GCSEPod subscription. If you've told us you don't want GCSEPod updates, we'll keep a record of that too, to make sure we don't send them to you. Please see the 'further information' section below for details of our main privacy policy which has a section on retention.

1. How do we keep your personal information secure?

We rely on Zoom's security – you can find details here: <https://zoom.us/docs/en-us/privacy-and-security.html>

1. Do we use cookies or similar technologies?

No. Zoom states that there are no advertising cookies or tracking technology in their services.

1. Do we transfer information internationally?

Yes. The webinar registration pages and the webinar recordings are hosted by Zoom the US.

That's permitted under GDPR because Zoom are certified in the EU-US Privacy Shield. We also have a model clause agreement with them which provides further safeguards.

1. What are your choices and rights?

You have the right to ask us for access your personal information, to have it corrected, erased or ported (transferred) to you or another provider. You also have a right to ask us to restrict our use of your personal information and to object to our use. Please contact us to exercise your rights.

Please understand that we may require you to provide proof that you are the person you claim to be before we can respond to your request.

You also have a right to complain to the UK data protection authority, the Information Commissioner. Their website is here: <https://ico.org.uk/>.

1. Changes and updates

We may update this privacy notice from time to time. The latest version can be found on our website.

1. Contacting us

We do not have a data protection officer but you can contact us with any queries or to exercise your rights using the details below.

Address: Enterprise Centres, 6 Charlotte Square, Newcastle upon Tyne, NE1 4XF.
Tel: 0191 338 7830
Email: info@gcsepod.com

1. Further information

For further details of how we use personal information, please go to <https://www.gcsepod.com/privacy-policy/>.