

# Zoom recordings

## Privacy Notice

Barbican and Community Libraries is committed to protecting and respecting your privacy when you attend events held by the library service, these events could be held in person or online via a Zoom meeting. Events may be recorded for monitoring purposes or for further publication on our website, in respect of events such as webinars, or public events by guest authors. This Privacy Notice explains how we use information about you and how we protect your privacy. If you have any concerns or questions about how we look after your personal information, please contact the City of London's Data Protection Officer, also the Comptroller and City Solicitor, Michael Cogher, at [information.officer@cityoflondon.gov.uk](mailto:information.officer@cityoflondon.gov.uk).

Please note - this Privacy Notice was updated on 18 December 2020 .

### 1. Your personal information

Personal information is anything that directly or indirectly identifies and relates to a living person, such as a name, address, telephone number, date of birth, unique identification number, photographs, video recordings (including CCTV) etc.

Some personal information is 'special category data' and needs more protection due to its sensitivity. This includes any information about an identifiable individual that can reveal their sexuality and sexual health, religious or philosophical beliefs, racial origin, ethnicity, physical or mental health, trade union membership, political opinion, genetic/biometric data. Personal information relating to criminal offences and convictions, although not 'special category data', is still sensitive in nature and merits higher protection.

All personal data collected will be evaluated periodically and only kept as long as necessary or in line with legal requirements.

### 2. Why do we need your personal information?

We will collect and process the following data about you:

- To respond to any correspondence received from yourself particularly in the event of a complaint being made.
- To share events such as webinars or audiences with guest speakers, with the wider public.

Where the personal data is collected as a result of an event that is to be published on our website, will always seek your consent for the above at the time we collecting your information, and, where we need to collect this information in respect of children or young people we will ask parents or guardians to provide the information and consent to its use for the purposes described

### **3. How the law allows us to use your personal information**

There are several legal reasons why we will need to collect and use your personal information in different circumstances.

Generally, we collect and use personal information where:

- you, or your legal representative, have given consent
- it is necessary to protect someone in an emergency
- it is required by law
- for a task that is carried out in the public interest

### **4. Consent**

If we have consent to use your personal information for any particular reason, you have the right to withdraw your consent at any time. If you want to remove your consent, please contact [information.officer@cityoflondon.gov.uk](mailto:information.officer@cityoflondon.gov.uk) and tell us which service you are using, so we can deal with your request.

### **5. Your rights regarding your personal information**

The law gives you a number of rights in relation to what personal information is used by the City of London, and how it is used. These rights are listed below, and full details can be found in the City of London's Data Subject Rights Policy.

#### Your Rights

You have the right to ask us not to process your personal data for marketing purposes. We will usually inform you (before collecting your data) if we intend to use your data for such purposes or if we intend to disclose your information to any third party for such purposes. You can exercise your right to prevent such processing by checking certain boxes on the forms we use to collect your data. You can also exercise the right at any time by contacting us at [information.officer@cityoflondon.gov.uk](mailto:information.officer@cityoflondon.gov.uk)

You can ask us to:

- provide you with a copy of the personal information that we hold about you;
- correct personal information about you which you think is inaccurate;

- delete personal information about you if you think we no longer should be using it;
- stop using your personal information if you think it is wrong, until it is corrected;
- transfer your personal information to another provider in a commonly used format;
- not use automated decision-making processes to make decisions about you

## **6. Who do we share your personal information with?**

Sometimes we have a legal duty to provide personal information to other organisations.

We may also share your personal information when we consider/believe that there is a good reason to do so, which is more important than protecting your privacy. This doesn't happen often, but in these circumstances, we may share your information:

- to find and stop crime and fraud; or
- if there are serious risks to the public, our staff or to other professionals;
- to protect a child; or
- to protect adults who are thought to be at risk, for example if they are frail, confused or cannot understand what is happening to them

For all these reasons, the risk must be serious before we can override your right to privacy.

If we are worried about your physical safety or feel we need to take action to protect you from being harmed in other ways, we will discuss this with you and, if possible, get your permission to tell others about your situation before doing so.

We may still share your information if we believe the risk to others is serious enough to do so.

If this is the case, we will make sure that we record what information we share and our reasons for doing so. We will let you know what we have done and why, if we think it is safe to do so.

## **7. How do we protect your personal information?**

We have a legal duty to make sure we hold your personal information (on paper and electronically) in a secure way, and to only make it available to those who have a right to see them. Examples of our security include:

- Encryption, meaning that information is hidden so that it cannot be read without special knowledge (such as a password).

- Pseudonymisation, meaning that we will use a different name or identifier to hide parts of your personal information from view. This means that someone outside of the City of London could work on your information for us without ever knowing it was yours
- Controlling access to systems and networks allows us to stop people who are not allowed to view your personal information from getting access to it
- Training for our staff allows us to make them aware of how to handle personal information, and how and when to report when something goes wrong

You can find more details of our Information Security expectations in our IT Security Policy.

## **8. Where we store your personal data**

The data that we collect from you will be transferred to and stored securely within City of London systems for 3 calendar months and deleted after this point. By submitting your personal data, you agree to this transfer, storing or processing. We will take all steps reasonably necessary to ensure that your data is treated securely and in accordance with this privacy policy.

Certain events may include forum features. Ensure when using these features that you do not submit any personal data that you do not want to be seen, collected or used by other users.