

## **Zoom - Protecting your Privacy**

Zoom stores basic information under user account profile information this includes; email address, user password, name and if provided; Company name, Company phone number, Profile picture. When you participate in a meeting the above information will be shared, if you do not wish to share this information please do not participate in the meeting.

Any information that is stored or saved within Zoom is the responsibility of the meeting host and this will be handled in line with the Data Protection Act 2018 and the GDPR.

If the meeting is recorded audio and video footage will be held locally or in the cloud. The organiser of the meeting will be responsible for ensuring that this information is deleted within the appropriate timeframe and kept secure.

For more information about Zoom's privacy policy, visit <https://zoom.us/privacy> Please also see the full Southend on Sea Borough Council **Privacy Notice**.