

Video Conferencing Privacy Notice

What this Privacy Notice covers

1 Crown Office Row (1COR) Chambers is the Data Controller responsible for the personal information you may provide when using video conferencing technology, such as MS Teams.

Our Data Protection Officer can be contacted by.

email: dpo@1cor.com

by post:

Data Protection Officer

1 Crown Office Row

Temple

London

EC4Y 7HH

Why we need your personal data

When using video conferencing technology staff and members may use either their Chambers provided devices when in chambers or a personal device when working from home.

The lawful basis for processing is under GDPR, where special category data is discussed, this is processed in particular with regard to the health of staff affected by the Coronavirus under Article 9.2(b) Employment, social security and social protection and/or Article 9.2(g) Reasons of substantial public interest (Contingencies Act 2004).

Any recordings will require your consent and you will be prompted to consent to the recording once this is started by the meeting creator.

How your data is used

Your data will be used during the use of the Video Conferencing facility and users are requested not to record meetings.

The meeting organiser should monitor to ensure only invited attendees join the meeting and use the password facility where available to prohibit access by others.

Our video conferencing application does not monitor meetings or store them after the meeting ends unless they are requested to record and store them by the meeting host. If there were a need to record a meeting, this would be alerted to the participants via both audio and video when joining the meeting and participants have the option to leave the meeting.

The Video Conferencing facility may record names, and emails for login and IP addresses, however there is no need for chambers to retain this data and the users are requested to delete this following use.

Chambers will not disclose your personal information to third parties for marketing or sales purposes or for any commercial use, and we will not use your personal data in a way which may cause you harm.

When calls are recorded this may include transcripts and audio recordings which will be shared with attendees once the meeting is completed.

How long the information is retained

The user also has the ability to delete any data (such as names and emails for login and IP addresses) after meetings have concluded and at the end of the use of the application.

Any usernames, attendees IP addresses, video or audio recordings data stored on UK servers is minimal and relates only to the users of the application. Recordings will be kept for no more than 6 months

Your rights

You have the right to access your data and correct any inaccuracies. For further details of your rights please contact the Data Protection Officer or go to our website for a more detailed explanation.