**Use of Zoom for Public Events / Webinars**

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| Data Controller(s) | NHS North East Lincolnshire CCG |
| Purpose | To allow you to attend online webinars which provide the public and stakeholders with information regarding health and care developments for patients in North East Lincolnshire.  These webinars are delivered in conjunction with our health and care partners including Northern Lincolnshire & Goole NHS Foundation Trust (NLAG)  **These sessions will be recorded, and it will not be possible to opt out of this functionality.** |
| Type of information Used | Identifiable: Personal (such as name, email address and telephone number)  Non-identifiable: We will also collect your join and leave time, which we use to inform us how long people stayed to watch our webinar for, so that we can identify which events are more successful and how well we are reaching our audiences. |
| Legal basis | GDPR Article 6(1)(e) – processing is necessary for the performance of a task carried out in the exercise of official authority vested in the controller. |
| How we collect (the source) and use the information | When you sign up to an event, we will collect your name, email address or telephone number to allow you to attend the event.  Following an event, we will retain your personal information to allow us to send you a feedback report/update on the topics discussed. We will also upload a recording of the event onto the NELCCG, Accord & NLaG websites – however no personal information will be included in these recordings. |
| Data Processors | We use Your Vision Events Ltd & Zoom as our data processor in order to provide you with this event. |
| Your Rights | With regards to the website service under GDPR you have the right:   * To be informed about the processing of your information (this notice) * Of access to the information held about you * To have the information corrected in the event that it is inaccurate * To restrict or stop processing * To object to it being processed or used * Not to be subject automated decision-taking or profiling   To be notified of data breaches |
| How long we will keep the information | The organisation has adopted The Records Management Code of Practice for Health and Social Care 2021. Data will be retained in accordance with this code and the accompanied retention schedule.  All personal information you provide in order to access our events will be deleted once we have sent you a feedback report/update. |
| Who we will share the information with (recipients) | This information is not shared outside of the CCG. |