# Flying Start Privacy Notice

# ZOOM sessions

# Looking after your information

At Luton Council your privacy is as important to us as it is to you and we are committed to ensuring that your personal and sensitive data is protected in accordance with data protection laws and used in line with your expectations**.**

Please find below a copy of the Flying Start, virtual sessions via **Zoom**, privacy notice that tells you what information we collect, why, if the information is shared with others, and the lawful basis for us to collect this information. **If you are attending a Zoom session as part of Flying Start Children Centres you will need to read this privacy notice alongside the Flying Start Universal Privacy Notice or the Flying Start Extra Help Privacy Notice.**

Flying Start Zoom Privacy Notice

Luton Council is committed to protecting your privacy when you use our services.

We have a Data Protection Officer who makes sure we respect your rights and follow the law. If you have any concerns or questions about how we look after your personal information, please contact the Data Protection Officer at [feedback@luton.gov.uk](mailto:feedback@luton.gov.uk)

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| Data Controller | Luton Council, Town Hall, George Street, Luton, LU1 2BQ |
| Data Protection Officer | Usman Iftikhar [feedback@luton.gov.uk](mailto:feedback@luton.gov.uk) |
| Personal Data | **Personal data:** Parent’s name, address, email address, telephone number |
| Purpose for using it | To allow bookings to be made for attendance at virtual groups using the Zoom 5.0 platform.  Security steps are taken in that participants are required to consent to access Zoom sessions using the code and password provided and will wait in the waiting lobby until the facilitator/host lets them in.  Sessions will not be recorded unless agreed in advance. |
| Lawful basis | Personal data: To carry out the performance of a public task. |
| Who we share it with | We share your data with the following organisations in order to be able to plan and deliver services for you.   * The Early Years Alliance who delivers services in partnership with Luton Council * The health visiting service provided by Cambridge Community Services * Early Years providers in Luton who support you with early education and childcare and will include childminders * Within the Local Authority, to improve outcomes for children and target our services * If we share your data with anyone else we will inform you |
| Who has access to your data | Only staff with a legitimate reason will access your data. |
| Why we share it with them | To deliver services to you and your family. |
| Any automated decision making or profiling; how this is done | None |
| Transfer of data to another country and safeguards in place | None |
| Retention Period | The data will be kept in accordance with our retention schedule. We will not keep your data any longer than necessary. |
| Exercising your rights | You have the right in some circumstances to ask us to amend or delete your data as well as restricting its transfer or limit its use. You also have the right to request copies on all data we hold about you. If you wish to write to us please contact us using the email: [feedback@luton.gov.uk](mailto:feedback@luton.gov.uk)  Each request will be considered individually. In all circumstances we will explain our decision-making in writing to you. |

If you want more information about how we keep your data safe please see our main privacy statement at [www.luton.gov.uk/privacy](http://www.luton.gov.uk/privacy)