Privacy statement ‘Zoom’
Vrije Universiteit Amsterdam

Date: 1 April 2020 v05

As a result of the Corona crisis, the Vrije Universiteit Amsterdam has chosen to offer an extra tool (Zoom) to support digital education. Zoom can be used via Canvas, but also separately from Canvas (sign-up information will follow). The VU has procured a license and has concluded a data processing agreement with Zoom. The Vrije Universiteit Amsterdam does not use the free version of Zoom.

The Vrije Universiteit Amsterdam considers privacy important and therefore handles your personal data with care. In this Privacy Statement we describe what happens to your personal data and how your privacy is safeguarded when you use Zoom with the VU Zoom accounts.

1. Who is responsible for processing my personal data?

The Stichting VU (hereinafter referred to as: ‘VU’) - which maintains the Vrije Universiteit Amsterdam - is responsible for the data processing described in this privacy statement. The VU has a statutory duty to ensure that your personal data is processed in accordance with applicable privacy legislation, including the General Data Protection Regulation (GDPR).

2. Which (categories of) personal data are processed?

If you conduct an online Meeting or Online Webinar with Zoom, the VU will process the following personal data:

a. name (first and last name);
b. email address;
c. the IP address of the computer network to which your computer/laptop is connected;
d. VUnet-id and password;
e. user-generated information:
   - video and audio data of your webcam and microphone of you and the room you are in while you participate in the online communication;
   - video footage of your desktop or applications that you might share in the online communication;
   - chat messages that participants exchange in the online communication.

3. For what purpose will my personal data be processed and on what legal basis?

Personal data will only be used for the purposes of conducting online synchronous communications for (1) educational purposes for teachers and students (2) for business administration purposes and (3) for scientific communication purposes.

We process your personal data on the basis of 'legitimate interest' (article 6.1 (f) GDPR). This means that the processing is necessary for the purposes of the legitimate interests pursued by the VU and that your rights and freedoms are sufficiently safeguarded.
In cases where the VU chooses to use Zoom for online communication, it is necessary that the VU:

- can conduct online synchronous communications for educational purposes;
- can conduct online synchronous communications for business administration purposes; and
- can conduct online synchronous communications for scientific communication purposes.

4. Who has access to my personal data?

The personal data will only be accessed by employees of the VU and Zoom Video Communications Inc. who by reason of their function have a role in the processing of your personal data for the abovementioned purposes and for whom it is necessary that they have access to the personal data.

For example, employees of the VU IT-department who maintain Zoom can see the subject and duration of meetings.

5. How long will my personal data be stored?

Your personal data will only be stored for as long as this is necessary in order to accomplish the purposes mentioned under 3.

Recorded Zoom meetings will be stored for a maximum of fourteen days in the Zoom environment. When recordings are exported to other systems of the VU (such as Canvas) the recordings are stored according to the retention periods of the VU.

6. Will my personal data be shared with third parties?

The personal data collected within the framework of online synchronous communication (see question 2) is processed via secure servers of the company Zoom Video Communications Inc.

The VU has entered into a data processing agreement with Zoom to ensure that your personal data is processed carefully, securely and in accordance with GDPR. This agreement also stipulates that Zoom and its subcontractors (sub-processors) may never process the personal data for their own purposes and may only act in accordance with instructions from the VU.

In principle, your personal data will not be shared with other third parties, unless the VU is obliged to do so by law or a court order.

Please note that the Zoom tool uses cookies. Zoom will ask users for their consent to place the cookies. We strongly recommend every user to only give consent for ‘Required Cookies’ and not for ‘Functional Cookies’ and ‘Advertising Cookies’. In that case no third party cookies will be placed by Zoom. For further instructions see: https://canvas.vu.nl/courses/39984/pages/zoom

7. Will my personal data be transferred to countries outside the European Union?

Yes, it is possible that your personal data will be transferred to countries outside of the European Economic Area (EEA). The EEA includes all EU countries plus Norway, Liechtenstein and Iceland. Additional requirements apply to the transfer of personal data outside these countries on the basis of the GDPR. We will only transfer your personal data outside these countries if the transfer is subject to appropriate safeguards on the basis of the GDPR. You can request a copy of the document stipulating these appropriate safeguards via the contact details below.

Your personal data will be processed in the United States. This data transfer is based on the E.U.- U.S. Privacy Shield Framework.
8. How will my personal data be secured?

The VU takes appropriate technical and organizational measures to protect your personal data against loss and any form of unlawful processing. For more information see: Zoom Security White paper.

9. Who can I contact if I have questions about the processing of my personal data?

If you have any questions about the way in which your personal data are processed, you can ask them via privacy@vu.nl.

10. How can I exercise my privacy rights?

On the basis of the GDPR, you have the right - subject to certain conditions - to access your personal data that we process, to correct your personal data if it contains factual inaccuracies, to delete your personal data, to limit the processing of your personal data, to portability of your personal data and to object to the processing of your personal data.

If you wish to exercise any these privacy rights, you can contact to the Data Protection Officer of the VU via:

Data Protection Officer
Boelelaan 1105
1081 HV AMSTERDAM

functionarisgegevensbescherming@vu.nl

To be able to deal with your request, you will be asked to provide proof of identity. In this way it will be verified that the request has been made by the right person. If you are not satisfied with the way in which we deal with your personal data, you have the right to submit a complaint with a supervisory authority.

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