

# Privacy statement

This privacy statement applies to the 'video conferences' feature in our 'parent meetings' tool.

## How we use your data

We use your data to enable you to:

- add video conference links to time slots in Social Schools
- easily share their links with parents

We do this by creating events in your Google/Microsoft account and by sharing the corresponding video conference links with the parents assigned to a timeslot.

Below we explain how we access, store and share your data per provider (Google or Microsoft)

## When you connect a Google Account

### How we access your data

When you add video conferencing to a timeslot the following actions occur:

- We access your Google account and add a Google Calendar event.
- We retrieve the ID and Google Meet url belonging to the Google Calendar event
- We do not access other items in your calendar

### How we store your data

- Information about your Google login is not centrally stored, but is only present in your browser in a cookie.
- Google Calendar event IDs, event owners and Google Meet url are stored centrally in our encrypted database.

### How we share your data

- Parents can see the Google Meet url belonging to the timeslot they have been assigned to.
- Your colleagues can see that your Google account was used to add the video conferences to timeslots. This way they can contact you in case changes need to be made.
- Your data is not shared with any 3rd parties for any other purpose than described above.

## When you connect a Microsoft Account

When you add video conferencing to a timeslot the following actions occur:

- We access your Microsoft account and add a Teams meeting.
- We retrieve the ID and meeting url belonging to the Teams meeting.
- We do not access other items in your account.

## How we store your data

- Information about your Microsoft login is not centrally stored, but is only present in your browser in a cookie.
- Microsoft Teams meeting IDs, meeting owners and the meeting URL are stored centrally in our encrypted database.

## How we share your data

- Parents can see the Teams url belonging to the timeslot they have been assigned to.
- Your colleagues can see that your Microsoft account was used to add the video conferences to timeslots. This way they can contact you in case changes need to be made.
- Your data is not shared with any 3rd parties for any other purpose than described above.

## In case of questions

In case you have questions about the above, kindly contact us at [privacy@socialschools.nl](mailto:privacy@socialschools.nl)