

# Virtual and remote access meetings privacy notice

## Legal Basis for Processing

The Coronavirus Act 2020 provides for 'persons to attend, speak at, vote in, or otherwise participate in, local authority meetings without all of the persons, or without any of the persons, being together in the same place'.

The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 provides us with greater flexibility in the conduct of our meetings, including allowing Councillors to attend remotely and for the public and press to access those meetings.

For further information on the council's legal basis for processing your personal data please see the [Democratic Services Privacy Notice](#).

## How we process your data

The council are currently using Microsoft Teams, Webex and YouTube for remote attendance at meetings by councillors, officers and where appropriate members of the public, where they are able to hear and where practicable see, and be similarly heard or seen by:

- other Councillors, whether attending in person or in remote attendance; and
- any members of the public who are attending remotely to exercise a right to speak at the meeting in accordance with constitutionally adopted procedures;
- any other members of the public and press attending the meeting remotely to observe; and
- Officers of the council.

All our meetings that are / have been held in open sessions over the last six months, can be found [here](#).

## What data will we collect?

The information we collect varies according to the purpose/processing activity but would comprise some or all of the following:

- Name;
- email address;
- job title;
- physical office address;
- telephone numbers; and
- audio and video call recording / footage;

Our video conferencing tools will transmit meeting activity (such as joining or leaving), including activity related to third-party integrations, together with the date, time, person engaged in the activity, and other participants in the meeting. It

will also route audio and video call content and screen sharing content between call participants.

[Microsoft Teams](#), [Webex](#) and [YouTube](#) will also collect personal data from you and may store cookies on your device. This information is needed to allow video conferencing and live streaming to function properly. You can find out more information from their privacy statements at each of the links.

### **Sharing Personal Data**

Minutes and details of decisions are published on our website once available. Audio and video recordings made by the council will be kept in accordance with the retention period set out below and will be published on our website. If you have asked a question, or participated in a discussion, some information about you may be included in our minutes. Please note that websites can be seen throughout the world and not just in the United Kingdom where UK law applies.

For more information on who we may share your personal data with and why, please see the [Democratic Services Privacy Notice](#).

### **Retention period**

Audio/video call, images, recordings and live streaming will be made available publically for six months and these records will then be removed from whichever platform they are published on and retained for a further twelve months following the meeting after which the recordings will be deleted. The exception to this will be audio recordings of full Council which will remain on the website indefinitely.

All other documentation will be kept in accordance with legal and regulatory requirements. Individual services' retention periods have been documented within an Information Asset Register which can be reviewed on request by contacting the Democratic Services Manager.

### **Further information and contact details**

For further details of how we process your personal information, your rights and contact details of the council's Data Protection Officer please refer to our [Data Protection and main privacy page](#).