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**PRIVACY NOTICE FOR PUBLIC PARTICIPATION IN MEETINGS**

Members of the public are entitled to attend meetings in person and, for meetings other than full Council, the Council provides the opportunity for members of the public to attend remotely.

This notice relates to the management of, and live streaming and recording of South Oxfordshire District Council and Vale of White Horse District Council (the councils) meetings.

This privacy notice explains how the councils will collect, use and share your personal data, and your rights in relation to the personal data we hold. The councils are the data controller for your personal data which means that we are responsible for deciding how we hold and use personal information about you. The councils are registered with the Information Commissioner’s Office Registration number [Z6629204](https://ico.org.uk/ESDWebPages/Entry/Z6629204) for South Oxfordshire District Council and [Z6666984](https://ico.org.uk/ESDWebPages/Entry/Z6666984) for Vale of White Horse District Council. We are required under data protection legislation to notify you of the information set out in this privacy notice.

It is important that you read this notice, together with any other privacy notice we may provide on specific occasions when we are collecting or processing personal information about you, so that you are aware of how and why we are using such information.

The councils will use your audio and visual data from your participation in meetings to broadcast a live stream of the meeting via Microsoft Teams and YouTube which will be stored on the councils’ YouTube channel.

The councils use Microsoft Teams for remote attendance at meetings by councillors, officers, (and where appropriate, members of the public).

Meetings held on Microsoft Teams Live will be live streamed and recorded. Certain information will be noted in the minutes. Meetings containing confidential information will not be live streamed or recorded.

# The types of information we collect

If you would like to participate in a meeting, an officer will ask you for your:

* name
* email address
* telephone number

In order to live stream/record meetings, we will collect, store, and use the following categories of personal information about you:

* Your voice will be recorded if you speak at a committee meeting.
* Your image will also be recorded if you speak at the meeting.
* Your name will be recorded when invited to speak.

For the video conferencing to function properly Microsoft Teams will collect information such as dates and times participants join meetings and will also collect, but not retain or store content, your:

* IP address
* Name

We collect personal information about you by email, in writing or by telephone contact before the meetings in order to manage your participation. Your voice and image will be collected from the live streaming/recording of the meeting which is being captured by the councils. The meeting itself is held within the Microsoft Teams software.

# How we use your personal data

Your contact details will be used by a Democratic Services officer to manage your request to participate in the meetings and facilitate your taking part.

We will live stream the committee meeting using the councils’ YouTube account to allow public access to view the meeting. In order to achieve this, the councils use Open Broadcaster Software to capture the Microsoft Teams meeting and transmit through the YouTube platform. Live stream recordings may be used at the time of the event and will be retained as a record of the event for a year or longer to address any subsequent legal challenge to a decision.

# On what grounds do we process your data

## We must have a lawful basis for processing your information. The lawful basis for processing your personal data is:

* our legal obligation(s) under the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012
* our legal obligation(s) under the Openness of Local Government Bodies Regulations 2014
* where needed for the performance of a task carried out in the public interest under the laws that apply to us or the exercise of official authority vested in us

Please note, there is no statutory obligation on an interested party to participate in a committee meeting.

The situations in which we will process your personal information are listed below.

* To invite you to participate in a meeting
* When we record the meeting
* When we livestream a meeting

# Data processing

### Your personal information will be processed by the councils for the purposes of facilitation your participation in a meeting.

# Who we share personal data with

Minutes and details of decisions are published on our website once available. If you have asked a question, or participated in a discussion, some information about you, such as your name and the nature of the question you asked 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.

We will only share your personal data with third parties where required by law.

If you wish to participate in the meeting, then names and email addresses of those invited and participating may be viewable by others taking part in the meeting.

We will also share the live stream, and recording, with the following social media sites:

* YouTube

Hence the data is also shared with

* Any member of the public that listens to, or views, the live stream through YouTube.

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# How we keep your data safe

The councils are committed to safeguarding your personal data. Whenever you provide such information, we are legally obliged to use your information in line with all applicable laws concerning the protection of personal information, including the Data Protection Act 2018 and the General Data Protection Regulation (EU) 2016/679.

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal information to those employees who have a business need to process it.

We have put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

# How long is your information kept?

We will only retain your personal information for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements.

The recording will be held for two years by the relevant council and for a period to address any subsequent legal challenge of a decision.

# Your rights

Under the Data Protection Laws, you have the following rights:

* to obtain access to, and have copies of, the personal data that we hold about you
* to request us to correct the personal data we hold about you if it is incorrect
* to request us to erase your personal data
* to request us to restrict our data processing activities
* to object, on grounds relating to your particular situation, to any of our particular processing activities where you feel this has a disproportionate impact on your rights.

Please note that the above rights are not absolute, and we may be entitled to refuse requests where exceptions apply.

# How to exercise your data rights or raise concerns?

If you wish to exercise any of your rights, ask questions about data protection or raise concerns, please contact our Data Protection Officer using the following contact details:

By Email to: data.protection@southandvale.gov.uk

By Post to: Data Protection Officer, South Oxfordshire District Council/Vale of White Horse District Council, Abbey House, Abbey Close, Abingdon, OX14 3JE

If you are not content with the how we handle your information we would ask you to contact our Data Protection Officer to help you. However, you do also have the right to complain directly to the Information Commissioner at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

Information about the Information Commissioner is available at: <https://ico.org.uk>.

# Changes to this privacy notice

This privacy notice may be updated from time to time. The date of the most recent versions will appear on this page (see version control). We encourage you to check our privacy notice from time to time to ensure you understand how your data will be used and to see any minor updates. If material changes are made to the privacy notice, for instance how we would like to use your personal data, we will provide a more prominent notice (including, for certain services, email notification or correspondence of privacy notice changes).

# Document Version Control Version:

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