**Privacy Notice for Virtual – Remote Access Meetings**

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 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 access to those meetings.

**Processing activity –** we use Zoom conferencing technology for remote attendance at meetings by Councillors, where they are able to hear and where practicable see, and be similarly heard or seen by:

1. Other Councillors, whether attending in person or in remote attendance; and
2. Any members of the public who are attending remotely to exercise a right to speak at the meeting in accordance with constitutionally adopted procedures; and
3. Any other member of the public and press attending the meeting remotely to observe.

The press and members of the public are able to observe our meetings (held in open session), through the Council’s YouTube channel.

**Information requirements –** our processing activities may include:

* Full name and names of those on whose behalf you may be speaking
* Email address
* Job title
* Physical office address
* Personal address
* Telephone number
* Audio and video call recoding
* Images

**Lawful basis –** our lawful basis for processing your personal information are:

* Our legal obligation(s) under the Local Government Act 1972
* Our legal obligation(s) under the Local Government (Access to Information) Act 1985
* Our legal obligation(s) under the Local Government Act 2000
* Our legal obligation(s) under the Localism Act 2011
* 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.

The personal data Zoom and YouTube collect from you will include you:

* Name
* IP address
* Telephone number

Find out above privacy at <https://www.barrowbc.gov.uk/the-council/data-protection-and-privacy-statement/>

This is needed to allow video conferencing and live streaming to function properly. The legal basis for collecting this data is consent.

**Data sharing –** 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 contained in the Council’s Retention Guidelines and may be published on our website or on YouTube. If you have asked a question or participated in a discussion for example at a quasi-judicial meeting, some information about you may be included in our minutes and the recordings of the relevant meetings. Please note that our websites can be seen throughout the world, and not just the United Kingdom where UK law applies.

We may share your data if required to do so by law – for example, by court order, or to prevent fraud or other crime. We rely on a number of **exemptions**, which allow us to share information without needing to comply with all the rights and obligations under the Data Protection Act 2018.

**Retention period –** we will keep the records relating to the Council or Committee Meetings, which may contain your personal data in accordance with the Council’s Retention Guidelines. All information will be held securely and disposed of confidentially.

**Right to object** – where processing your personal information is required for the performance of a public interest task (see our lawful bases above), you have the right to object on ‘grounds relating to your particular situation’. We will have to demonstrate why it is appropriate for us to continue to use your personal data.

**Changes to this Privacy Notice**  - we review this Privacy Notice regularly and will place updates on our website.

The data controller and their contact details

We are the data controller, and if you have any concerns about how your personal data is handed contact us by:

* Email: [dataprotection@barrowbc.gov.uk](mailto:dataprotection@barrowbc.gov.uk)
* Phone: (01229) 876543
* Write: to Barrow Borough Council, Town Hall, Duke Street, Barrow-in-Furness

View our privacy notification and privacy statement here: <https://www.barrowbc.gov.uk/the-council/data-protection-and-privacy-statement/>

**YOUR RIGHTS**

Part 3, Chapter 3 Data Protection Act 2018 provides you with rights we need to make you aware of. The rights available to you depend on our reason for processing your information:-

Your right of access

You have the right to ask us for copies of your personal information. This right always applies. There are some exemptions, which means you may not always receive all the information we process. [You can read more about this right here.](https://ico.org.uk/your-data-matters/your-right-to-get-copies-of-your-data/)

Your right to rectification

You have the right to ask us to rectify information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete. This right always applies. [You can read more about this right here.](https://ico.org.uk/your-data-matters/your-right-to-get-your-data-corrected/)

Your right to erasure

You have the right to ask us to erase your personal information in certain circumstances. [You can read more about this right here.](https://ico.org.uk/your-data-matters/your-right-to-get-your-data-deleted/)

Your right to restriction of processing

You have the right to ask us to restrict the processing of your information in certain circumstances. [You can read more about this right here](https://ico.org.uk/your-data-matters/your-right-to-limit-how-organisations-use-your-data/).

Your right to object to processing

You have the right to object to processing if we are able to process your information because the process forms part of our public tasks, or is in our legitimate interests. [You can read more about this right here.](https://ico.org.uk/your-data-matters/the-right-to-object-to-the-use-of-your-data/)

Your right to data portability

This only applies to information you have given us. You have the right to ask that we transfer the information you gave us from one organisation to another, or give it to you. The right only applies if we are processing information based on your consent or under, or in talks about entering into a contract and the processing is automated. [You can read more about this right here.](https://ico.org.uk/your-data-matters/your-right-to-data-portability/)

If we are processing your information for criminal law enforcement purposes, your rights are slightly different. Please see the relevant section of the notice.

You are not required to pay any charge for exercising your rights. We have one month to respond to you.

The GDPR imposes restrictions on the transfer of personal data outside the European Union, to third countries or international organisations.

These restrictions are in place to ensure that the level of protection of individuals afforded by the GDPR is not undermined.

30th June 2020