

## **STREAMING OF PUBLIC COUNCIL MEETINGS PRIVACY NOTICE**

### **BRYNCRUG COMMUNITY COUNCIL**

Bryncrug Community Council is a 'Data Controller' as defined by Article 4(7) of the General Data Protection Regulation (GDPR). This Privacy Notice is designed to help you understand how and why we process your personal data during council meetings both virtually and in person. For more information on your rights and how to lodge a complaint, you should read this in conjunction with the Council's Privacy Statement.

#### **Processing activity**

We use live streaming 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:

- 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; and
- Any other members of the public and press attending the meeting remotely to observe.

#### **What personal information do we collect?**

Our processing activities may include:

- Name
- Audio and video call recording (for the purpose of accuracy of the minutes being taken only)
- Images

This is needed to allow video conferencing and live streaming to function properly.

#### **Why are we allowed to process your information?**

Data protection law allows us to process your information within certain conditions. In this case we have a legal obligation under

- The Local Government Act 1972
- The Local Government (Access to Information) Act 1985
- The Local Government Act 2000
- The Localism Act 2011
- The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012
- The Openness of Local Government Bodies Regulations 2014

We also process your personal information 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. Our **streaming service** processes your information based on consent.

### **Who will we share this with?**

Sometimes we need to share your information with others. We will only do this when it is necessary to offer you this service, or if we are required to do so by law. We do not plan to share it with anyone else or use it for anything else.

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 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. Version 1.0  
17/05/2021

### **How do we keep your records confidential and secure?**

Everyone working in the Council has a legal and professional duty to ensure that all your information is safely and securely protected and kept confidential. We will take all reasonable steps to prevent the loss, misuse, or alteration of your personal information. Our networks are kept secure, internal and external IT is protected using appropriate safeguards, and audits ensure we protect your right to privacy and confidentiality. We only keep your records as long as we need to and are required to by law, after which they are securely destroyed.

### **How long is my information kept for?**

We will only hold your information for as long as is necessary or as the law requires. We will keep your information for as long as it is required to comply with legal and regulatory requirements. Audio/video call, images' recording and live streaming will be retained until the minutes have been agreed, at the next following remote or physical meetings of the Committee concerned.

### **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 notice**

We may update this privacy notice from time to time. When we change this notice in a material way, we will update the version date at the bottom of this page. For significant changes to this notice, we will try to give you reasonable notice unless we are prevented from doing so. Where required by law we will seek your consent to changes in the way we use your personal information.