

# Llantwit Major Town Council

## Cyngor Tref Llanilltud Fawr



### **VIRTUAL AND REMOTE ACCESS MEETINGS PRIVACY NOTICE**

#### **Virtual and remote access meetings privacy notice**

The Local Authorities (Coronavirus) (Meetings) (Wales) Regulations 2020 made temporary changes to meeting arrangements for community councils, allowing meetings to be held virtually (i.e. multi-location meetings) and requiring meeting documents to be published electronically. These changes allowed meetings to continue during the coronavirus pandemic. The changes proved popular and beneficial, so the Welsh Government made them permanent through the Local Government and Elections (Wales) Act 2021.

#### **Processing activity**

We use Microsoft Teams or Zoom conferencing technology 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.

#### **Data 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 number
- audio and video call recording/footage
- video images
- voice

#### **Why we are allowed to use your data**

Legal obligation or public task under various UK laws including but not limited to:

- 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 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

The personal data [Microsoft Teams](#), and [Zoom](#) collect from you will include your:

- name
- IP address
- Telephone number

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

The video conferencing tool 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.

[Zoom - privacy policy](#)

[Zoom - cookies policy](#)

[Microsoft Teams - privacy policy](#)

[Microsoft Teams - cookies policy](#)

#### **Who we can share your 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 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 may share your data if we are 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 your information for as long as it is required in order to comply with legal and regulatory requirements. 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.

#### **Further information**

For further details of how we process your personal information and for details on your additional rights please refer to our General Privacy Notice.