

Virtually Hosted Meetings

Introduction

This privacy notice relates to the management of, and live streaming of, Nottinghamshire County Council meetings which are being held in a virtual environment.

Virtual meetings will typically be held on Microsoft Teams, but may occasionally be held on other IT platforms such as Zoom. These are platforms for video, voice, content sharing and chat which can be used across mobile devices, desktop PCs and telephones. These platforms allow meetings to be conducted remotely to aid business efficiency.

The term 'meeting' is used throughout. This includes any seminars, conferences, meetings, focus groups etc.

Who will be using your data?

Nottinghamshire County Council will be the data controller for the data you provide to us.

We may also make use of services provided by third party organisations to process your data on our behalf (e.g. hosting meetings on Microsoft Teams, livestreaming via YouTube etc).

How will your data be used?

Virtual meetings may be used in a variety of settings in the Council, including:

- Committee meetings
- Local Plan hearings (e.g. Minerals Local Plan, Waste Local Plan)
- Social care meetings (e.g. child protection conferences)
- School admissions appeals
- Multi-agency emergency response coordination
- Coroner's inquests
- Recruitment exercises (e.g. interviews)
- Complaints hearings

If you are invited to participate in a public meeting being held virtually, the Council may use your audio and visual data to broadcast a live stream of the meeting and (where applicable) make recordings available digitally.

All Council meetings which are ordinarily open to the public may be streamed via YouTube. A recording of these meetings may also be made available on YouTube afterwards. You will be informed of this in an announcement at the meeting before the livestream starts.

What personal data do we use?

If you are invited to participate in a virtual meeting, you will be required to provide the following types of personal data:

- Name
- Email address
- Telephone number
- IP address and location (this will automatically be processed by Microsoft Teams or other platforms when you sign in)

During the course of the meeting, the following types of data will be displayed to other participants:

- Your voice, if your device microphone is switched on and you speak at the meeting
- Your image, if your device camera is switched on
- Your phone number and email address
- Your name will be visible on the list of participants and viewable on the video wall during the meeting

All of the above will be collected and stored if the meeting is recorded. Contact information is only visible to participants during the meeting and is not visible on livestreams or recordings broadcast on YouTube.

What types of special category personal data do we need from you?

The information provided by you may include the following special categories of personal data, depending on the nature of the meeting, inquest or interview:

- Race and/or ethnicity
- Religious or philosophical views or beliefs
- Political views or opinions
- Sexual orientation
- Trade union membership
- Health data

Why do we use your data?

- For service delivery

- For service planning, training and improvement
- For recruitment
- To meet our statutory duties to make certain types of meeting transparent and accessible to the public

What legal reasons allow us to use your data in this way?

Our legal basis for processing your personal data is that it is necessary for the performance of a task carried out in the public interest by the Council or in the exercise of official authority vested in the Council.

Our legal basis for processing your special category personal data is that is necessary for reasons of substantial public interest, in accordance with the provisions of the Data Protection Act 2018.

Who may we share your data with or receive it from?

- External parties participating in virtual meetings, for example NHS, schools, central government departments
- Law enforcement or other authorities if required by law
- Third parties hosting broadcasts / recordings of virtual meetings, for example Youtube

May personal data be transferred overseas?

The Council may for operational purposes transfer personal data overseas. In these cases, we will ensure that your personal data is protected and there are safeguards for the protection of your rights. Please refer to the [County Council's privacy statement](#) for further details.

How long is your data kept for?

This information is held in accordance with the Council's retention schedule – see [here](#).

What will happen if you do not provide or we cannot obtain the data needed?

- We could not carry out these meetings efficiently and / or would not be able to meet statutory requirements to carry out particular tasks.
- We would be unable to ensure attendance by individuals that may not be able to physically attend meetings.
- The public would not be able to participate in or watch meetings that they would have a right to attend in person, infringing our statutory duties regarding transparency in decision-making

Does the service make decisions using fully automated processes?

No.

What rights do you have over this use of your data?

- To be informed about how we use your data
- To access a copy of your data that we process
- To have us rectify or correct your data that we process
- To restrict our processing of your personal data
- To object to the use of your data
- To have your personal data erased
- To request that we transfer your information to you or another organisation
- To object to fully automated decision making
- To withdraw your consent (if it the legal reason why we use your data).

Some of these rights are subject to exceptions. Please refer to the [County Council's privacy statement](#) part 10 for further details.

Contact the Data Protection Officer:

If you have any concerns about how the Council is using your data, you can contact the Council's Data Protection Officer by writing to:

DPO@nottscc.gov.uk

Or

Data Protection Officer
Nottinghamshire County Council
County Hall
West Bridgford
Nottingham
NG2 7QP

Please see the County Council's privacy statement for further information:

<http://www.nottinghamshire.gov.uk/global-content/privacy>

Contact details of the Information Commissioner's Office:

If you are unhappy with how your data has been processed by the Council or you feel your data protection rights have been breached, you have the right to complain to the Information Commissioner's Office at:

www.ico.org.uk

Or

Wycliffe House
Water Lane
Wilmslow
SK9 5AF

Last updated: 08/01/2024