

Broadcasting of Meetings Privacy Notice

At its meeting held on 19 May 2021 the Council agreed that for an experimental period of 5 months, meetings of the full Council, most of its committees and meetings of the executive would be broadcast live using Microsoft Team Live. Images and the audio of persons participating in the meeting will be broadcast live. The meetings will not be recorded.

Processing activity

Dover District Council use Microsoft Teams Live for its conferencing technology for the broadcasting of 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:

- (a) other Councillors, whether attending in person or in remote attendance; and
- (b) any members of the public who are attending to exercise a right or invitation to speak at the meeting in accordance with constitutionally adopted procedures; and
- (c) any other members of the public and press viewing the broadcast online; and
- (d) officers of the Council

Meetings held on Microsoft Teams Live will not be recorded, information will only be made available live for the duration of the meeting. Certain information will be noted in the minutes.

Broadcasting of meetings

Camera(s) will be set up in the meeting room that communicate with Microsoft Teams Live. This enables meetings held in the meeting room to be broadcasted through the Council's website.

When you register to speak at a meeting as a member of the public or on behalf of an external organisation, you will be asked whether you want your personal data and comments broadcasted on our website as part of the meeting. We will be relying on your consent for this processing; if you do not consent this will not affect your right to speak at the meeting. If you do not consent the microphone and camera in the meeting room will be temporarily switched off when you speak.

The meetings in which these cameras will be used include:

- Council
- Cabinet
- General Purposes Committee
- Governance Committee
- Planning Committee
- Overview and Scrutiny Committee

Meetings where people have a statutory or other legal right to be present in order to be heard or to make representations will not be broadcast. This will typically (but not exclusively) include hearings before the Regulatory Committee and Licensing Hearing Panels.

Information requirements - our processing activities may include the following of Councillors, officers and members of the public:

- name
- email address
- job title
- physical office address
- telephone number
- audio and video call footage
- Voice
- Video image

Lawful bases - our lawful bases for processing your personal information are:

- Consent
- 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](#) collect from you will include your:

- name
- email address
- IP address

This is needed to allow video conferencing to function properly. The legal basis for collecting this data is consent. Microsoft Teams will record and collect 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 with the date, time, duration, and quality ratings that you provide. It will also route audio and video call content and screen sharing content between call participants but will not retain or store the content.

Registering with Microsoft Teams for Meetings

Depending on your device, to view a meeting may require you to register with Microsoft Teams and create an account. Any external participants that take part in the meeting will require us as the creator to process your name and email address to invite you. This is only proceeded by the meeting organiser to ensure you are part of the meeting.

If you view a live Microsoft Teams meeting and have not selected the remain anonymous option, your name and email address will appear in the meeting report run by the meeting administrator. This is used only for statistical purposes only; your personal data processed by the Council will not kept for longer than is necessary and will be deleted securely and confidentially after the meeting. If you register with Teams, we will only process your personal data if you attend one of the meetings hosted by the Council.

Data sharing

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.

Please refer to the [Kent and Medway Information Agreement](#) for further details on our sharing arrangements.

Retention period

We will keep your information for as long as it is required in order to comply with our obligations. Audio/video call and images will not be retained and will only be processed during the meeting. For personal data processed by officers and member, information about how long this will be held will be in the departmental retention schedule. All information will be held securely and disposed of confidentially.

Right to object and Right to Withdraw Consent

Where processing your personal information is required for the performance of a public interest (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.

Where we are relying on consent as the lawful basis for processing you have the right to withdraw your consent at any time by emailing democraticservices@dover.gov.uk. If you do not consent this will **not** affect your right to speak in the meeting

Changes to this Privacy Notice

We review this Privacy Notice regularly and will place updates on our website. For more information about how we process and protect your personal data and about your rights please view our corporate notice at www.dover.gov.uk/privacy