

Privacy Notice for Virtual Remote Access Meetings

The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panels Meetings) (England and Wales) Regulations 2020 [SI 2020 No. 392] provide 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'.

These Regulations provide us with greater flexibility in the conduct of our meetings, including allowing Councillors to attend remotely and for public and press access to those meetings.

Processing activity

Dover District Council we use Microsoft Teams Live for its 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:

- (a) other Councillors, whether attending in person or in remote attendance; and
- (b) 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
- (c) any other members of the public and press attending the meeting remotely to observe; 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.

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:

- 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](#) 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 or to take part in a Council meeting virtually 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

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. 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