

PRIVACY NOTICE – RECORDING OF COUNCIL MEETINGS

WHAT IS THE PURPOSE OF THIS DOCUMENT?

Harrogate Borough Council is committed to protecting the privacy and security of your personal information.

This privacy notice describes how we collect and use personal information about you for the purposes of recording meetings of council, Cabinet and Committees.

Harrogate Borough Council is a “data controller”. This means that we are responsible for deciding how we hold and use personal information about you. We are required under data protection legislation to notify you of the information contained in this privacy notice.

It is important that you read this notice, together with any other privacy notice we may provide on specific occasions when we are collecting or processing personal information about you, so that you are aware of how and why we are using such information.

DATA PROTECTION PRINCIPLES

1. We will comply with data protection legislation. This says that the personal information we hold about you must be:
2. Used lawfully, fairly and in a transparent way.
3. Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
4. Relevant to the purposes we have told you about and limited only to those purposes.
5. Accurate and kept up to date.
6. Kept only as long as necessary for the purposes we have told you about.
7. Kept securely.

RECORDING AND WEBCASTING OF MEETINGS

The council has started webcasting meetings as part of a range of measures to ensure it complies with Regulations made under section 78 of the Coronavirus Act 2020. The Regulations permit remote attendance by councillors at the council’s decision making meetings and will enable the decision making process to continue during the Coronavirus pandemic. Such decision making meetings must be accessible by the public and to facilitate this council, cabinet and committee meetings will be live-streamed on the council’s YouTube channel.

Harrogate Borough Council webcasts will be undertaken in-house.

Members of the public entitled to speak at meetings will be invited to join a meeting as a participant. The Regulations state that members of the public must be heard by, and where practicable seen by, members of the committee. The audio and, where practicable, the video recording, of any such member of the public participating in the meeting will also be made available to any member of the public observing the meeting.

THE KIND OF INFORMATION WE HOLD ABOUT YOU

Personal data, or personal information, means any information about an individual from which that person can be identified. It does not include data where the identity has been removed (anonymous data).

Members of the public wishing to participate in or observe a meetings must provide Democratic Services with their

- name, email address and telephone number to enable a link to be sent to join the meeting.

In order to make a video recording of a meeting, we will collect, store, and use the following categories of personal information about you:

- Your voice will be recorded if you speak at a council meeting
- Your image will also be recorded if you use a video feed to speak at a meeting

HOW IS YOUR PERSONAL INFORMATION COLLECTED?

We collect personal information about you by email or telephone contact before a meeting, and from the video recording of a council meeting.

HOW WE WILL USE INFORMATION ABOUT YOU

We will only use your personal information when the law allows us to.

The lawful basis for processing your personal data will be:

- Processing is necessary for compliance with a legal obligation

The situations in which we will process your personal information are listed below.

- To invite a member of the public to participate in a meeting
- When we record a meeting.

DATA SHARING

We will share your personal information with third parties where required by law.

Your personal information may be shared with and processed by:

- Any member of the public that submits a request to listen to the audio recording.

All of the council's third-party service providers are required to take appropriate security measures to protect your personal information in line with our policies. We do not allow our third-party service providers to use your personal information for their own purposes and they may only process your personal information for specified purposes and in accordance with our instructions.

DATA SECURITY

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal information to those employees and third parties who have a business need to process it. Third

parties will only process your personal information on our instructions and they are subject to a duty of confidentiality.

The audio recordings are held on a secure server, located at the council's office.

We have put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

DATA RETENTION

We will only retain your personal information for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements.

To determine the appropriate retention period for personal information, we consider the amount, nature, and sensitivity of the personal data, the potential risk of harm from unauthorised use or disclosure of your personal data, the purposes for which we process your personal data and whether we can achieve those purposes through other means, and the applicable legal requirements.

In some circumstances we may anonymise your personal information so that it can no longer be associated with you, in which case we may use such information without further notice to you.

Video recordings are retained for 6 years.

DATA PROTECTION OFFICER

The council's data protection officer (DPO) is responsible for overseeing compliance with this privacy notice. If you have any questions about this privacy notice or how we handle your personal information, please contact the DPO on dataprotection@harrogate.gov.uk for details. Further details are available on the council's website.

If you want to review, verify, correct or request erasure of your personal information, object to the processing of your personal information, or request that we transfer a copy of your personal information to another party, please contact the data protection officer in writing.

You have the right to make a complaint at any time to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues.

CHANGES TO THIS PRIVACY NOTICE

We reserve the right to update this privacy notice at any time, and we will provide you with a new privacy notice when we make any substantial updates. We may also notify you in other ways from time to time about the processing of your personal information.