

Privacy Notice - Remote meetings using Microsoft Teams

During the Covid-19 outbreak and subsequent social distancing, the Local Authorities and Police and Crime Panel (Coronavirus) (Flexibility of Local Authorities and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 made provision for statutory public meetings to be held remotely via electronic means. The District Council has identified Microsoft Teams as the most appropriate platform to use for this purpose.

Lawful Basis

We need to collect your personal information in order for the public to participate in the Microsoft Teams meetings. Your information will be processed in accordance with:

Article 6(1)(e) of the General Data Protection Regulations – processing is necessary for you to perform a task in the public interest or for your official functions, and the task or function has a clear basis in law.

This is in accordance with the following legislation:

- Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority Police and Crime Panel Meetings) (England and Wales) Regulations 2020
- Local Government Act 1972
- Local Government (Access to Information) Act 1985
- Local Government Act 2000
- Localism Act 2011
- Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012
- Openness of Local Government Bodies Regulations 2014

The Council will only use your information for this purpose.

Public Participants in the Meeting

If you have registered to speak in accordance with our speaking procedures which are set out in the Council's Constitution, you will need to provide an email address so we can invite you to the meeting and so that you can be heard and seen (provided you have a working microphone and / or camera on your device) when you join the meeting. Your email address will not be made public; however, it may be visible in the meeting invitation to other users including District Council staff and Members and other registered speakers. In addition, we will collect a contact telephone number which will only be used to contact you in the event that you have difficulty connecting to the meeting or we need to contact you for another reason regarding the meeting. It will not be shared with Microsoft Teams and will be deleted from our records once the meeting has taken place.

The meetings will be not be recorded by the District Council.

When speaking on camera, participants are advised to consider their background, particularly when at home, as it may be possible for other users to see items such as family photos, personal files or valuable items behind the speaker. You are advised to either set an artificial background from the Teams library or to position the camera so that personal items are not visible.

More information

The Council has appointed Veritau Ltd to be its Data Protection Officer. Their contact details are:

Information Governance Office
Veritau Ltd
County Hall
Racecourse Lane
Northallerton
DL7 8AL

infogov.HambletonDC@veritau.co.uk

Telephone: 01609 53 2526

For more information about how the Council uses your data, including your data subject rights and the complaints process, please see our [Corporate Privacy Notice](#).