

## **Council and Committee Meetings – Privacy Notice**

### **Data Controller**

Inverclyde Council is the Data Controller. Inverclyde Council is a local authority established under the Local Government etc. (Scotland) Act 1994. Our head office is located at Municipal Buildings, Clyde Square, Greenock, PA15 1LY.

### **Data Protection Officer**

If you would like to contact our Data Protection Officer about a data protection matter, please contact the Information Governance Team using the contact details for the Council set out above or by email at [dataprotection@inverclyde.gov.uk](mailto:dataprotection@inverclyde.gov.uk).

### **What information do we need?**

The personal information we may gather and use includes name, contact details, e-mail address, IP address, video images, voice/audio and photographs and any other personal information you provide during the course of the meeting.

### **Why we need this information?**

Information is being collected in order to promote democratic engagement, improve accessibility and openness of our decision making process.

Recordings of Council meetings may also be used for internal training in order to ensure that Council meetings are run in accordance with relevant procedure and protocol.

### **Legal basis for using information**

Data Protection legislation sets out when we are lawfully allowed to process your personal data. The lawful basis we are relying on for this processing is Article 6(1)(e) of the UK GDPR which states that processing is necessary for the performance of a task carried out in the public interest. The Local Government (Scotland) Act 1973 contains provisions which govern local authority meetings and which extend to Committee meetings.

### **What we will do with your information?**

Inverclyde Council will use your personal information when you view/attend/participate in an online meeting or attend a meeting in the Council buildings.

Council and Committee meetings may be recorded or live-streamed via YouTube and the Council's internet site, where it will be capable of repeated viewing.

We share your information with Elected Members and other Inverclyde Council services and make the recordings of the meetings publically available to members of the public.

We may also use and store images, sound recordings and information pertaining to you contained in them for live-streaming/webcasting or training purposes.

## **How long will we keep your information?**

The Council maintains a Policy for the Retention and Disposal of Documents and Records Paper and Electronic which sets out how long we hold different types of information for. This is available on the Council's website at and see the freedom of information pages for further information or you can request a hard copy from the contact address previously stated above.

## **Your Rights**

Your personal data belongs to you and you have the right to:

- be informed of how we will process it;
- request a copy of what we hold about you;
- have it amended if it's incorrect or incomplete;
- have it deleted (where we do not have a legal requirement to retain it);
- withdraw your consent if you no longer wish us to process;
- restrict how we process it;
- object to us using it for marketing or research purposes;
- object to us using it in relation to a legal task or in the exercise of an official authority;
- request that a person reviews an automated decision where it has an adverse effect on you.

## **Complaints**

In addition, if you are unhappy with the way the Council have processed your personal data you have the right to complain to the UK Information Commissioner who can be contacted as follows:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire SK9 5AF

Phone: 0303 123 1113 or visit the Information Commissioner's Office's website.

but you should raise the issue with the Council's Data Protection Officer first.

## **Automated Decision Making**

We will not use your data for any automated decision making.

## **More information:**

For more details on how the Council processes your personal information visit the Council's website and see the Privacy Notice pages. If you do not have access to the internet you can contact the Council via telephone to request hard copies of our documents.