



## **Privacy notice**

This should be read in conjunction with the Council's general Privacy Information policy that can be found here: <http://www.southglos.gov.uk/privacy>

## **Your information**

This privacy notice relates to any personal information, both audio and visual, that we may collect by recording Community Engagement Forum meetings that take place remotely via Microsoft Teams. Microsoft's Privacy Statement for Teams can be accessed [here](#).

While we actively encourage attendees not to discuss individuals by name we accept that some personal information, including images of attendees, will inevitably be captured.

We have made sure we will use any personal information contained within the recording according to the UK Data Protection laws by establishing the condition of your consent; that is via your positive action to willingly attend a Community Engagement Forum meeting, in the knowledge that it will be recorded and, thereby, you are giving your consent for us to record the meeting you attend and any personal data offered during the recording of the meeting.

If you are under the age of 16 you should not attend the meeting, but if you have a concern about your local community please contact us directly via email [CommunityEngagement@southglos.gov.uk](mailto:CommunityEngagement@southglos.gov.uk) or by telephone 01454 868113.

## **How we will use your information**

We will use the recording of the meeting for the sole purpose of creating formal minutes of the meeting whilst complying with the established lawful condition. We will not, for example, include personal information about attendees or third parties discussed during the meeting in the minutes of the meeting.

## **Who we can share your information with**

We will not share any personal information obtained during the meeting in order to produce the minutes of the meeting.

However, only in full accordance with the law, we may share your information with others outside of the Council eg regulators and other public organisations for the detection and prevention of crime.

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

We will keep your information for as long as it takes to finalise the minutes of the meeting, this will usually be until the next meeting takes place or three months, whichever is the longest.

We may retain anonymised information about meetings to help us improve our services in the future.

## **Transferring your information overseas**

Your information is not transferred and stored in countries outside the European Economic Area (EEA) or the UK for the provision of this service.

## **Your rights**

You have a number of rights relating to your information; eg to see what we hold, to ask us to share it with another party, to ask us to update incorrect or incomplete details, to object to or restrict processing of it or to make a complaint about how we are handling it. If you have given us your permission to use your information you also have the right to withdraw that permission at any time in the future.

If you have any worries or questions about how your personal information is handled please contact our Data Protection Officer at [DPO@southglos.gov.uk](mailto:DPO@southglos.gov.uk) or write to us at Data Protection Officer, PO Box 1953, The Council Offices, Badminton Road, Bristol, BS37 0DB and we will be pleased to help you.

For independent advice about data protection, privacy and data sharing issues, you can contact the Information Commissioner's Office (ICO) on 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number. Alternatively, visit [ico.org.uk](http://ico.org.uk) or email [casework@ico.org.uk](mailto:casework@ico.org.uk).