



## **Local Plan 'Examination in Public' Hearings (online)**

### **Privacy Notice**

The council is a data controller under the data protection legislation in respect of the upcoming hearings which form part of the Examination in Public process for the council's draft Local Plan 2018 - 2036. We collect and process personal information about you in order to coordinate and deliver these hearings.

This notice explains:

- why we ask for your personal information
- how that information will be used
- how you can access your records

#### **Your information**

The council needs to hold and use details of all attendees at the Local Plan inspection hearings, in order to issue invitations to the sessions, enable attendees to access the hearings online, circulate materials relevant to the hearings and ensure accurate records of who was present and what was said. These details may be written down or kept on a computer and may include:

- basic details about you – for example, your name, job title and organisation
- your email address and telephone number
- video and audio recording of your participation in the hearing sessions.

You have the right to request a copy of the information that we hold about you. For written information, this can be done by emailing the Information Governance team at [dataprotection@ipswich.gov.uk](mailto:dataprotection@ipswich.gov.uk).

#### **Virtual Meeting Recording and Broadcasting**

The video conference will be broadcast live via YouTube to enable the public to see the meeting. The recordings of the video conference will be published on the council's website for a minimum of three months from the date of each hearing. After that time, the recordings will be retained (though not published) until the final conclusion of the Local Plan inspection process, and they can be provided on request via the email address above.

The following information will be broadcast / collected:

-image/video (if you join via a video link and your device camera is switched on)

-voice (if you speak)

-name, as entered (if joining via a video link) or extract of telephone number (if joining via telephone and not withholding your number)

## **What we use the information for**

Your data will be used to contact you and to enable you to participate in the hearings taking place as part of the examination in public of the council's draft Local Plan. The hearings will all be conducted online, via Zoom, and will be Live Streamed via YouTube to enable to the public to view them.

We will process your information in accordance with the council's [Fair Processing Notice](#) and in line with the Data Protection Act 2018, in order to deliver Local Plan examination online hearings as required by law, and enable your full participation. By accepting the invitation to a hearing session (or sessions) you agree to the council holding your information and using it for this purpose. The council will not use the information you provide for other purposes.

The council will not share your data with third parties unless it is legally obliged or lawful to do so.

The council will inform you of any changes to the processing of your data as soon as it is reasonably practicable to do so.

## **If you have any concerns**

Further information about how the council protects your personal data is available on our website at [www.ipswich.gov.uk/privacy](http://www.ipswich.gov.uk/privacy).

If you are unhappy about the way in which your personal data has been handled, please contact the council's data protection officer, at [dataprotection@ipswich.gov.uk](mailto:dataprotection@ipswich.gov.uk).