

Council Service:	Democratic Services
The Reasons we use your data	<ul style="list-style-type: none"> <li>• To send you information about upcoming meetings you have expressed an interest in</li> <li>• To process petitions sent to the Council</li> <li>• To assist with queries you send to us, including passing your details to other Officers and Councillors where that is appropriate to respond to your query</li> <li>• To enable decision making by Councillors (for example if you have submitted a Planning Application or hold a licence issued by the Council)</li> <li>• To send you invitations to Civic events</li> <li>• To answer your Freedom of Information &amp; Data Protection requests</li> </ul>
Why we are allowed to use your data	<p>Legal obligation or public task under various laws including but not limited to:</p> <ul style="list-style-type: none"> <li>• The Local Government Act 1972, 2000</li> <li>• The Localism Act 2011</li> <li>• The Freedom of Information Act 2000</li> <li>• The Environmental Information Regulations 2004</li> <li>• The Data Protection Act 2018</li> <li>• The Local Government Transparency Code 2015</li> </ul>
Who we can share your data with	<p>Councillors and MPs  Other Council Departments  Suffolk County Council  Contractors providing services on behalf of the Council e.g. Software providers for virtual meetings (Zoom) and meeting papers (Civica Mod.Gov)</p>
How long do we keep your information	In accordance with the Council's data retention policy.
When computers make any decisions about you	None
When your data gets sent to other countries	Our Virtual Meetings Provider Zoom hosts services from the USA. Limited amounts of personal information, such as your IP Address, may be transferred but it is given the same level of technical and legal protection as within the EEA.
How to exercise your rights	Please visit <a href="http://www.ipswich.gov.uk/privacy">www.ipswich.gov.uk/privacy</a>

## **Additional Privacy Notice for those participating in Virtual Meetings**

### Why we need your data

We require your data in order to enable your attendance at virtual meetings which are being held to enable decision making in light of the COVID-19 Pandemic.

### What data we collect and the legal basis for doing so

The personal data Zoom will collect from you, in order to function properly, will include:

- name
- IP address
- location
- telephone number

The personal data that will be transmitted by Zoom from your device (e.g. mobile phone, tablet, laptop, etc.) may include:

- 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)

The legal basis for processing this data is public task.

### Virtual Meeting Recording and Broadcasting

The video conference may be Broadcast on the internet to enable the public to see the meeting and may also be recorded to aid the production of the minutes. 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)

The legal basis for processing this data is public task.

As both the transmission and recording of the images and voice of individuals can reveal information about them, the following special category data may also be collected:

- Race and ethnic origin
- Religious or philosophical beliefs
- Political opinions
- Trade union memberships
- Biometric data used to identify an individual
- Health data
- Data related to sexual preferences, sex life, and/or sexual orientation

The legal basis for recording the data is consent and what data is shared is determined by participants – whatever you say during a live streamed and recorded meeting will be broadcast and recorded.

Video conferencing activity processed by the data processor

The video conferencing tool will transmit meeting activity (such as joining or leaving), including activity related to third-party integrations, together with the date, time, person engaged in the activity, and other participants in the meeting.

It will also route audio and video call content and screen sharing content between call participants.

You can read more about [Zoom's privacy policy](#), and how it collects and stores data as well as its [cookies policy](#).