

Public Participation in Council and Committee Meetings

Why we collect information about you?

We collect your personal information because you have requested to participate in a Council or Committee meeting, for example to ask a question or to present a petition or deputation, so that we can support you in that participation and maintain public records.

We webcast council meetings on social media and the recording will collect audio of individuals participating and any reference to their name in the recording. Any individuals attending the meeting, whether participating or not, may feature in the background of footage of other individuals.

In order to maintain safety and security of councillors, staff and the general public we collect a register of all members of the public attending council meetings.

What information do we collect about you?

Name, address, telephone number and/or email address.

Your image and audio will be collected when we live stream our meetings to YouTube as available for repeat viewing after the meeting.

Who do we share the information with?

We do not record your details in the minutes of the meeting; instead we keep them on file and will disclose only your name if we are asked by anyone to confirm who the speaker was.

In the event of a disturbance during a meeting and depending on the nature of the disturbance, we may share your details with law enforcement agencies and our insurers.

The webcast will be available on social media for anybody to access in accordance with the agreed retention period. View the [YouTube privacy statement](#).

Is any information transferred to or stored on servers based outside the UK?

Yes, but only in respect of webcasting. In using social media platforms, the council is effectively authorising these services to transfer, store and use your information (recorded image and audio, and name references in the recording) in the countries in which they operate as per their privacy policies.

How long do we keep your information?

We will keep your name indefinitely, but your address/email address will be deleted once you have received any final correspondence on the subject matter of your request to speak.

Recordings of live broadcast meetings will be available during the live stream and on the Council's YouTube channel for 4 years, after which time will be destroyed.

Attendance records of the meeting you have attended will be destroyed one month after the date of the meeting.

Who do we collect information from?

We collect the information directly from you.

What are the consequences if we do not collect the data?

You will be unable to participate in a meeting in person. We will not be able to confirm who the speaker was in respect of a particular matter and our records associated with public meetings will be incomplete.

Members of the public unable to attend a meeting would not be able to view the proceedings.

We would not be able to provide evidence to law enforcement agencies in the event of a disturbance in the event that it is necessary to do so.

Are any decisions about you made by automatic means?

No.
