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Service Area: Legal and Governance
Work Area: Democratic Services
Contact Details: Email committee@caerphilly.gov.uk Tel 01443 864279
Privacy Notice Name: Committee Meetings
Description of Privacy Notice: This privacy notice will explain the type of personal data we collect and process during Committee meetings, why we require it and who will have access to this information.

How we will use your information

Purpose and legal basis for using your information

Purpose of processing

Minutes of Meetings

Those individuals that attend committee meetings to speak / give evidence will be named in the publicly available minutes of that meeting, sometimes this will include their place of employment or business and opinions expressed. This ensures that the public record of the meeting reflects those in attendance and shows who may have had an influence upon any recommendations or decisions made.

Webcast of Meetings – Full Council only

The Council has agreed to webcast meetings of Full Council from the Council chamber at Penallta House. This is to allow the public to view complete and unedited audio and video recording of council meetings to increase public access and improve openness and transparency. Therefore images / audio of those individuals observing or speaking / giving evidence at Full Council meetings will be publicly available to all via the webcast.

Legal basis for processing

In order for the processing of personal data to be lawful under the General Data Protection Regulations 2016, a valid condition from Article 6 of the Regulations must be identified, which is outlined below:

Minutes of Meetings

General Data Protection Regulations 2016 – Article 6

1e. processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller;

Webcast of Meetings – Full Council only

General Data Protection Regulations 2016 - Article 6.

1f. processing is necessary for the purposes of the legitimate interests pursued by the controller or by a third party, except where such interests are overridden by the interests or

fundamental rights and freedoms of the data subject which require protection of personal data, in particular where the data subject is a child.

Who will have access to your information

Identity of Data Controller and Data Protection Officer

The Data Controller for your information is Caerphilly County Borough Council. The Data Protection Officer is:

Ms Joanne Jones
Corporate Information Governance Manager / Data Protection Officer
Email: dataprotection@caerphilly.gov.uk
Tel: 01443 864322

Other Data Controllers may also be responsible for your information, depending on the specific circumstances. Please contact the Service Area for further information.

Details of main users of your information

Caerphilly County Borough Council - Democratic Services Staff

Details of any sharing of your information

Minutes of Meetings

Minutes of Meetings including details of speakers will be publicly available to all via the Council website, with the only exception where the agenda item was classed as an exempt item in accordance with schedule 12A Local Government Act 1972.

Webcast of Meetings – Full Council only

Webcasts of Full Council Meetings will be publicly available to all via the Council website for a period of up to 18 months.

Details of any external data processors

The webcast system is arranged through Public I Group Ltd, 5th Floor Sheridan House, 112-116 Western Road, Hove, BN3 1DD.

Requests for information

All recorded information held by Caerphilly County Borough Council may be subject to requests under the Freedom of Information Act 2000, Environmental Information Regulations 2004 and Data Protection legislation.

If the information you provide is subject to such a request, where possible Caerphilly County Borough Council will consult with you on its release. If you object to the release of your information we will withhold your information if the relevant legislation allows.

How long will we retain your information

Details of retention period

How long Caerphilly County Borough Council retains information is determined through statutory requirements or best practice.

Minutes of Meetings will be held and be publicly available indefinitely.

Webcasts will be available through the Council website for a period of up to 18 months. Democratic Services Staff can request copies from the external provider.

Your Rights (Inc Complaints Procedure)

Your rights under the Data Protection

Data Protection gives data subjects (those who the information is about) a number of rights:

- The right of subject access – Application forms for this process are available on our website: [SAR Form](#)
- The right to be informed
- The right of rectification
- The right to erasure
- The right to restrict processing
- The right to object
- The right to data portability
- Rights in relation to automated decision making and profiling.

Further information on your rights is available from: www.ico.org.uk.

To enact your rights please contact the service area detailed on the top of this form.

Complaints Procedure

If you are unhappy with the way that Caerphilly County Borough Council has handled your request / information, you have the right of complaint. Please contact the Service Area detailed at the top of this document outlining your issues.

If you remain unhappy you also have a right of complaint to the Information Commissioner's Office. Please follow this link for further information on the complaints process.

www.caerphilly.gov.uk/My-Council/Data-protection-and-freedom-of-information/Questions-and-complaints