

Runnymede Community Infrastructure Levy Examination in Public (Online)

Privacy Notice

The council is a data controller under the data protection legislation in respect of the upcoming hearing(s) which form part of the Examination in Public process for the council's Community Infrastructure Levy (CIL). 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 Runnymede CIL 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 addresses and telephone numbers
- audio recording of anything you say at the hearing sessions themselves and your image on camera, if you use it. (This will be captured as part of the recording/livestream and available for the public to view online via the Council's YouTube channel).

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 foi@runnymede.gov.uk

In respect of the audio and visual recordings of the hearings, these will be livestreamed to the council's YouTube channel and posted there for a period of three months from the date of each hearing or until the Council receives the Examiner's final report, whichever is the sooner. After that time, the recordings will be retained until any period for legal challenge has expired, and they can be provided on request via the email address above.

The Council's Privacy Statement including departmental Privacy Statements can be viewed on the Council's website at <https://www.runnymede.gov.uk/privacystatement>

A copy of this Privacy Statement can also be viewed on the CIL Examination webpage at <https://www.runnymede.gov.uk/article/15519/Community-Infrastructure-Levy-CIL-Examination>

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 Runnymede CIL. The hearings will all be conducted online, via the Microsoft Teams app, and will be livestreamed for the public to view on the council's YouTube channel.

We will process your information in accordance with the council's Privacy Statement and in line with the Data Protection Act 2018, in order to deliver the Runnymede CIL 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. Every effort is being made to ensure that your contact details (telephone number / email address) are not visible during hearing sessions to other attendees who are not council officers, or to members of the public during the livestream. However, by joining the meeting under the current circumstances you are accepting that there is a small risk of this. Remember that you may amend the personal details attached to your Teams account yourself, if you wish.

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

If you would like more information about how the council process information or are unhappy about the way in which your personal data has been handled, please contact the council's data protection officer at dpo@runnymed.gov.uk