

## **Committee Meeting**

### **Who is responsible for your information?**

All personal information is held and processed by West Lothian Council in accordance with data protection law.

### **What information do we need?**

West Lothian Council meetings are live webcast. We will collect personal information in relation to your participation in the Committee Meeting. A participant is someone who actively takes part in the meeting. Personal information is collected for both in person committee meeting attendees and online committee meeting participants.

West Lothian Council will use your personal information when you attend/participate in an online meeting.

We will do this as part of our official authority/public task and in order to promote democratic engagement, improve accessibility and openness of our decision-making process.

We need the following information to allow participation in the committee meeting. In the event that you do not agree to provide this information then it would not be possible to enable you to join the online meeting but you can still view the live stream.

### **The categories of personal data processed by us:**

The personal information we will gather and use is: -

- Name, e-mail address, video images, voice/audio and photographs and any other personal information you provide during the course of the meeting
- We will gather the IP address you use to participate in the meeting online.
- We will use and store video and sound recordings of meetings containing your personal data. These will be used for live webcasting and may be used for training purposes at a later date. Live webcasting of meetings is hosted on the Councils You Tube site.

### **Recipient or categories of recipients of the personal data:**

We share your information with other attendees at that committee meeting – the attendees are Elected Members; West Lothian Council officers and members of the public.

### **How long do we keep your information?**

*Your information is used during the live webcasting of the committee meeting and will be retained and available to view on the Councils YouTube site for a period of 6 months following the meeting. Meeting recordings will then be archived and retained for a period of 12 months.* **Your rights and**

### **further information**

You have a number of rights under data protection law.

You can also contact the Data Protection Officer, West Lothian Council, West Lothian Civic Centre, Howden South Road, Livingston, West Lothian, EH54 6FF.

email: [DataProtectionOfficer@westlothian.gov.uk](mailto:DataProtectionOfficer@westlothian.gov.uk)(opens new window)

More information about data protection and how it applies to you, including how you can make a complaint, is available from the Information Commissioner's Office.