**Privacy Notice - Remote meetings using Microsoft Teams**

During the Covid-19 outbreak and subsequent social distancing, the Local Authorities and Police and Crime Panel (Coronavirus) (Flexibility of Local Authorities and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 made provision for statutory public meetings to be held remotely via electronic means. The New Forest National Park Authority (NPA) has identified Microsoft Teams as the most appropriate platform to use for this purpose.

We need to collect your personal information in order for the public to participate in the Microsoft Teams meetings. Your information will be processed in accordance with the General Data Protection Regulations (GDPR) and will only be used for this purpose. The lawful basis for processing your information under the GDPR is Article 6(1)(e)[[1]](#footnote-1) and / or 6(1)(f)[[2]](#footnote-2) where processing is necessary in the exercise of official authority vested in the NPA or for our legitimate interests.

Public Participants in the Meeting

If you have registered to speak in accordance with our speaking procedures which are set out in the [Standing Orders](https://www.newforestnpa.gov.uk/freedom-of-information/classes-of-information/our-decisions/), you will need to provide an email address so we can invite you to the meeting and so that you can be heard and seen (provided you have a working microphone and / or camera on your device) when you join the meeting. Your email address will not be made public; however, it will be visible in the meeting invitation to other users including NPA staff and Members and other registered speakers. In addition, we will collect a contact telephone number which will only be used to contact you in the event that you have difficulty connecting to the meeting or we need to contact you for another reason regarding the meeting. It will not be shared with Microsoft Teams and will be deleted from our records once the meeting has taken place.

The meetings will be recorded and livestreamed on our website and the recording will be available online for a month after the meeting. The recording will also be retained by us for 3 months or until any appeal or challenge has been resolved, whichever is the longer. All email addresses will also be deleted at this time.

When speaking on camera, participants are advised to consider their background, particularly when at home, as it may be possible for other users to see items such as family photos, personal files or valuable items behind the speaker. You are advised to either set an artificial background from the Teams library or to position the camera so that personal items are not visible.

As a public authority we are subject to the Freedom of Information Act 2000 and the Environmental Information Regulations 2004 and therefore recordings or parts of them, may be supplied to third parties under this legislation and once released the NPA will no longer have control over how the recordings are used or processed by others.

Viewing the Meeting Livestream

Anyone online can watch the livestream of the meeting as a guest and we will not be able to identify you or see your personal information. However, if you watch the livestream whilst signed into your Microsoft account, our report of the meeting will contain your email address. We will not use this information to contact you after the event but we may use the reports to gage the interest in the meeting. We will not share your personal information with any third parties.

More information

Should you require any further information about how your details will be used or stored and/or would like to access any information we hold about you, please contact our Information & Data Protection Officer on [dpo@newforestnpa.gov.uk](mailto:dpo@newforestnpa.gov.uk)

Under the GDPR individuals have personal data rights. The Information Commissioner has produced a guide on your rights which can be found on their website by following this link

<https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>.

More details about how the NPA process personal data can also be found on our website <http://www.newforestnpa.gov.uk/privacy-cookies>.

1. 6(1)(e) 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 – where we are carrying out our statutory obligations. [↑](#footnote-ref-1)
2. 6(1)(f) 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 – where we are undertaking decisions on non-statutory work. [↑](#footnote-ref-2)