

**PRIVACY NOTICE FOR MEETINGS OF THE COUNCIL'S
LICENSING AND REGULATORY COMMITTEE HELD VIA MICROSOFT TEAMS**

IDENTITY OF DATA CONTROLLER	SUNDERLAND CITY COUNCIL
DATA PROTECTION OFFICER	DATA PROTECTION OFFICER SUNDERLAND CITY COUNCIL PO BOX 100 SR2 7DN EMAIL: Data.Protection@sunderland.gov.uk TELEPHONE: 0191 561 1023
PURPOSES AND LEGAL BASIS FOR PROCESSING	<p>Meetings of the Licensing and Regulatory Committee considers matters in accordance with its published Terms of Reference. The Council will not keep audio, or video recordings of Committee Meetings held online, but will take a written note and / or a minute of the Meeting.</p> <p>Our lawful bases for processing your personal information when you take part in an online Meeting of the Licensing and Regulatory Committee Meeting are, :-</p> <ol style="list-style-type: none"> 1. Our legal obligation(s) under the Local Government Act 1972; 2. Our legal obligation(s) under the Local Government (Access to Information) Act 1985; 3. Our legal obligation(s) under the Local Government Act 2000; 4. Our legal obligation(s) under the Localism Act 2011; 5. Our legal obligation(s) under the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012; 6. Our legal obligation(s) under the Openness of Local Government Bodies Regulations 2014;

	<p>7. The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020; and</p> <p>8. Where needed for the performance of a task carried out in the public interest under the laws that apply to us, or the exercise of official authority vested in us.</p> <p>Microsoft Teams will collect data from you to facilitate your participation in the Committee Meeting. This is collected on the basis set out in Microsoft's terms and conditions provided to you when you sign up to use Microsoft Teams.</p> <p>The personal data Microsoft Teams collect from you will include your, :-</p> <ol style="list-style-type: none"> 1. Name; 2. Internet Protocol Address, ("IP Address"); and 3. E-mail address. <p>These are needed to allow video conferencing to function properly. Part 1 Agenda Items are also broadcast, (livestreamed), on the Council's YouTube channel and can be viewed by members of the press and public : sunderlandgov</p> <p>YouTube will keep audio and video recordings of Part 1 Committee Meetings until they have been deleted by the Council.</p> <p>Part 2 Agenda Items are not broadcast on the Council's YouTube channel. This is because these items are considered in private by the Licensing and Regulatory Committee. They are not open to the press and public.</p>
LEGITIMATE INTERESTS (IF APPLICABLE)	Not applicable.

<p>RECIPIENTS OF DATA</p>	<p>Those Officers and Councillors who attend Meetings of the Licensing and Regulatory Committee will receive a copy of the Agenda, as will the Applicant, or existing Licensee. Agendas are published on the Council's website. Minutes of the Part 1 Agenda will be published. Minutes of the Part 2 Agenda remain confidential to the Council and participants.</p>
<p>INTERNATIONAL TRANSFERS INCLUDING SAFEGUARDS</p>	<p>Unless Agenda Items fall under Part 1, information will not be transferred outside the UK, although published minutes will be available online for download within and outside the UK. As stated above, Part 1 Agenda Items are broadcast, (livestreamed), on the Council's YouTube channel and can be viewed by members of the press and public within and outside the UK.</p>
<p>RETENTION PERIOD OR CRITERIA</p>	<p>YouTube will keep audio and video recordings of Part 1 Committee Meetings until they have been deleted by the Council. Notes of the Meeting are destroyed following preparation of the formal minute. Minutes of the Meetings are retained indefinitely.</p>
<p>RIGHT TO REQUEST RECTIFICATION/PORTABILITY/OBJECTION</p>	<p>Your Information Rights are set out in data protection law. you have the right to ask to, :-</p> <ul style="list-style-type: none"> • have inaccuracies corrected; • have your personal data erased; • place a restriction on our processing of your data; • object to processing; and • request your data to be ported (data portability). <p>Subject to some legal exceptions, we will comply with your request.</p> <p>To exercise any of these rights please contact the relevant service in the first instance.</p>

	You also have the right to request a copy of the personal information we hold about you.
RIGHT TO WITHDRAW CONSENT	Where we process data based on your consent you have the right to withdraw that consent at any time. You can do this by contacting the service direct or through the Data Protection Office.
RIGHT TO COMPLAIN TO ICO	<p>If you have concerns about how we have dealt with your personal information, please contact the Data Protection Officer at Data.Protection@sunderland.gov.uk, or by calling 0191 561 1023</p> <p>You can also contact the Information Commissioner's Office, :-</p> <p>Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. Telephone : 0303 123 1113, (local rate), or 01625 545 745 Fax: 01625 524 510</p>
CONSEQUENCE OF FAILURE TO SUPPLY DATA	Online Meetings can take place only where participants provide the data needed to allow video conferencing via Microsoft Teams, (and live streaming, if being undertaken), to function properly.
EXISTENCE OF PROFILING OR AUTOMATED DECISION-MAKING	Not applicable : when exercising licensing functions the Council determines each case based upon its individual case facts, with the relevant legal tests being applied depending upon the matter(s) under consideration.

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