

# PRIVACY NOTICE

## Local Plan Examination Hearings



Being transparent and providing accessible information to individuals about how we use personal information is a key element of the Data Protection Act 2018 and the General Data Protection Regulation (Regulation (EU) 2016/679).

### Introduction

This privacy notice relates to the management of data and recording/streaming of events held by Dartmoor National Park Authority. It covers specific arrangements in relation to the participants of hearings held into the examination of the Dartmoor Local Plan. The hearing sessions are being held virtually using Microsoft Teams due to the impact of the Covid-19 pandemic.

This notice is additional to the standards and notices published by Dartmoor National Park Authority which can be found on the Dartmoor National Park Authority website at <https://www.dartmoor.gov.uk/about-us/how-we-work/open-data/freedom-of-information>.

There is also a specific notice which covers the Planning Inspectorate.

### Who will be using your data?

Dartmoor National Park Authority will be the data controller for the data you provide to us. We may also make use of services provided by third party organisations to process your data on our behalf (e.g. hosting meetings on Microsoft Teams, livestreaming via YouTube etc). The virtual hearing sessions will be held on Microsoft Teams.

### How will your data be used?

If you are invited to participate in the hearing sessions being held virtually, the Authority may use your audio and visual data as part of a livestream broadcast through the Authority's YouTube channel. Participants will be informed of this in an announcement at the hearing session. The virtual hearing will not be recorded or retained after the event.

### What personal data do we use?

If you are invited to participate in a virtual meeting, you will be required to provide the following types of personal data:

- Name
- Email address
- Telephone number
- IP address and location (this will automatically be processed by Microsoft Teams when you sign in)

During the course of the meeting, the following types of data will be displayed to other participants:

- Your voice, if your device microphone is switched on and you speak at the meeting
- Your image, if your device camera is switched on

- Your phone number (if participating by phone)

Your name will be visible on the list of participants and viewable on the video wall during the meeting.

Contact information is only visible to participants during the meeting.

### **What types of special category personal data do we need from you?**

No types of special data will be collected by the Authority

### **What legal reasons allow us to use your data in this way?**

Our legal basis for processing your personal data is that it is necessary for the performance of a task carried out in the public interest by the Authority.

### **Who may we share your data with or receive it from?**

The Planning Inspectorate

Officers outside the service team (to assist with technical enquiries)

Other parties participating in the hearings

Third parties providing hosting of the virtual meetings

### **May personal data be transferred overseas?**

Your personal data will only be stored and processed on servers based within the European Economic Area (EEA). During the livestreaming of the event the content will be available on internet.

### **How long is your data kept for?**

Public access to the livestream of the hearing sessions will only be available for the duration of the hearings. No copies of the recording will be retained by the Authority. Written information submitted to the examination is held in accordance with the Authority's retention schedule.

### **What rights do you have over this use of your data?**

You have certain rights under the Data Protection Act 2018 and the EU General Data Protection Regulations (GDPR), these are:

- The right to be informed via Privacy Notices such as this.
- The right of access to any personal information the Authority holds about yourself.
- The right of rectification, we must correct inaccurate or incomplete data within one month.
- The right to erasure. You have the right to have your personal data erased and to prevent processing unless we have a legal obligation to process your personal information.
- The right to restrict processing. You have the right to suppress processing. We can retain just enough information about you to ensure that the restriction is respected in future.
- The right to data portability. We can provide you with your personal data in a structured, commonly used, machine readable form when asked.
- The right to object. You can object to your personal data being used for profiling, direct marketing or research purposes.
- You have rights in relation to automated decision making and profiling, to reduce the risk that a potentially damaging decision is taken without human intervention.

**Contacting the Data Protection Officer:**

Dartmoor National Park Authority is registered as a data controller with the Information Commissioner's Office (registration number: Z4918165).

Contact details for the Authority's data controller are:

Data Protection Officer, Dartmoor National Park Authority, Parke, Bovey Tracey, Devon, TQ13 9JQ

Email: [dataprotectionofficer@dartmoor.gov.uk](mailto:dataprotectionofficer@dartmoor.gov.uk)