



CHIPPENHAM TOWN COUNCIL

Improving the quality of town life

Public Meetings

The purpose of processing this data is to enable democratic engagement with Chippenham Town Council, to ensure the accuracy of minutes and notes taken during meetings and to improve the use of the virtual meeting platform.

Data Controller

Chippenham Town Council is the Data Controller for the information that is processed for this purpose.

Legal Basis

Article 6(1)(e) of the UK General Data Protection Regulations (UK GDPR)

Schedule 12, pt 2, Local Government Act 1972

What Data Do We Collect

Chippenham Town Council will collect video and audio recordings, your name, email address and any other such information that you choose to provide during the course of the meeting.

How We Process Your Personal Data

The information is used principally to enable you to participate in public discussions or via a virtual meeting place. You may choose not to provide your name nor enable your camera when viewing virtual meetings but your name will be required if taking part in these discussions, you are not obliged to provide any personal data during the meeting, details about how you can set your system up to provide anonymity can be found in the guidance provided online at this address:

<https://www.chippenham.gov.uk/wp-content/uploads/2020/09/How-do-I-Join-a-Virtual-Council-Meeting.pdf>

Sharing Your Data

Prior to the meeting your information may be shared with the relevant members of the Council in order to ensure that your query or queries may be sufficiently answered.

During the meeting any information that you have chosen to provide will be made available in the public domain.

What Are Your Rights

You have a number of rights in relation to your personal information under data protection law.

You have the right to:

1. Ask for a copy of the information that we hold about you;
2. Correct and update your information;
3. Withdraw your consent (where we rely on it).
4. Object to our use of your information (where we rely on our legitimate interests to use your personal information) provided we do not have any continuing lawful reason to continue to use and process the information.
5. Erase your information (or restrict the use of it), provided we do not have any continuing lawful reason to continue to use and process that information;
6. Transfer your information in a structured data file (in a commonly used and machine-readable format), where we rely on your consent to use and process your personal information.

Please see our [Data Protection Policy](#) for further information and for details of how to make a request.

How Long Do We Keep Your Data For

For 6 months from the date the records were first published. In some cases we may be required to keep data for a longer period where we are legally required to do so or there is determination that it is in the public interest to do so.

Contact Information

You can exercise the above rights and/or manage your information by contacting us using the details below:

Postal address: The Town Hall, High Street Chippenham, Wiltshire, SN15 3ER

Email: enquiries@chippenham.gov.uk Phone: +44 (0) 1249 446699

Our Data Protection Officer is One West and you can contact them at

dpo@chippenham.gov.uk

Complaints

If you wish to raise a complaint on how we have handled your personal data, please contact us at dpo@chippenham.gov.uk. If you are not satisfied with our response you can complain to the:-

Information Commissioner's Office (ICO). The ICO's contact details are Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Email: casework@ico.org.uk Phone: 0303 123 1113