

# **New Southwark Plan ‘Examination in Public’ Online Hearings (Feb – Mar 2021)**

## **Privacy notice**

This guidance notice sets out how we comply with General Data Protection Regulation (GDPR) requirements when we handle the personal data in respect of the virtual hearings between February and March 2021, as part of the Examination in Public on New Southwark Plan.

In light of COVID-19 emergency and relevant government guidance, the hearings will be moved online and conducted virtually in order for Southwark Council to continue delivering the plan and supporting the much-needed growth in the borough. Based on the mentioned arrangement, this document details:

- 1) What your personal data may include
- 2) How your personal data is used, and why
- 3) What due diligence we have done to protect your data in line with GDPR
- 4) How you can access your records

For the purposes of this event and the Local Plan Examination, The Planning Inspectorate (PINS) and Southwark Council are joint controllers of your personal data because we jointly determine the purpose and means of processing. Please refer to EIP125 as the PINS’ Privacy notice.

### **1. What may your personal data include?**

- Basic information about you, e.g. name, job title and organisation
- Audio recording of anything you say at the hearing sessions
- And your image if you have turned your camera on
- Email address and telephone numbers

### **2. How is your personal data used, and why?**

The council needs to hold and use in the back office the personal data of all participants at the hearings, who have expressed their intention to make representations during the consultations. Please note these details will not be visible during hearing sessions to other participants who are not council officers, or members of the public who later view the recordings. The details are used for

sending invitations to the hearing sessions, enabling participants to access the hearings online, circulating materials relevant to the hearings, ensuring effective organisation of the sessions and accurate records of who presented and what was said. These details may be written down or kept on a computer.

As the hearings take place, the audio and visual recordings of your participation will be captured during the hearing sessions and will be available for the public to view online. The hearings will be organised in form of Zoom meetings, involving the Inspectors, Council officers and invited participants. Each session will be live streamed for any interested parties to view on Southwark Council's official Youtube channel. Following the hearings, recordings will be retained on the Youtube channel with links posted on the NSP examination webpage.

Please note that when joining a virtual hearing, regardless of who is hosting, on certain digital devices or by phone, other parties may be able to see the email address or phone number that you use to join the event. There are some well-established methods that you can use to avoid the un-intended disclosure of your personal information, e.g. change your display name, etc.

### **2.1) How long will my data be retained for?**

The recordings will be published on our Youtube Channel and website for a minimum of three months from the date of each hearings. After that time, the recordings will be retained, but not published, until the final conclusion of the examination process. Your personal information saved in the back office will also be deleted when the whole process comes to an end.

By accepting the invitation to a hearing session (or sessions), you agree to the council holding your information and using it for this purpose. The council will not use the information you provide for other purposes.

## **3. What due diligence have we done to protect your data in line with GDPR**

We will process your information in accordance with the council's [Corporate Data Privacy Notice](#) and in line with the Data Protection Act 2018, in order to deliver NSP examination online hearings as required by law and enable your full participation.

In addition, the Council has prepared an Information Assurance and Risk Assessment to identify basic risks and security requirements for the personal data that is handled in NSP virtual Examination hearings, ensuring your personal data is properly stored and protected in our corporate server from the points of collection to deletion when the inspection process is concluded.

The council will not share your data with third parties unless it is legally obliged or lawful to do so. In any event the council will inform you of any changes to the processing of your data as soon as it is reasonably practicable to do so.

#### **4. How can you access your records?**

You have the right to request a copy of the information we hold about you in respect of the virtual hearings in the NSP examination. For written information, please email Planning Policy team at [planningpolicy@southwark.gov.uk](mailto:planningpolicy@southwark.gov.uk).

If you would like more information about how the council process information or are unhappy about the way in which your personal data has been handled, please contact the council's data protection officer, Mr Duncan Whitfield at [dpo@southwark.gov.uk](mailto:dpo@southwark.gov.uk) (Telephone: 0207 525 5000).