

Privacy Notice

This privacy notice sets out how West Berkshire District Council (the “Council”) will use your personal data, and your rights in relation to that personal data. This document describes how and why we collect, store, protect, process and share the data you give to us. It is written in accordance with the UK data protection legislation. We collect personal data to help us to work with you and to understand and plan the services you need.

This notice explains what personal data (information) Democratic Services may hold about you, how we collect, how we use and may share information about you when recorded during meetings held in public, both in relation to streaming and recording of such meetings (or committees). We are required to give you this information under data protection law.

This notice relates to personal data collected by Zoom, MS Teams and Magic Notes. We will use this information to process personal data by streaming, recording, transcribing and summarizing meetings using Zoom, MS Teams and Magic Notes, a generative Artificial Intelligence (AI) tool.

This notice applies any individuals who attend and/ or participate in meetings held in public and hosted by Democratic Services. It is important that you read this notice so that you know how and why we use information about you. It is also important that you inform us of any changes to your personal information so that the information which we hold is accurate and current.

Date of Issue: 06 October 2025

Update History:

06 October 2025	First issue of a new Privacy Notice

Directorate: Resources
Service: Legal and Democratic
Team: Democratic Services

About the Organisation

The Council is the Data Controller. This means it is ultimately responsible for the data it holds about you.

Contact Address:

West Berkshire District Council
Market Street
Newbury
Berkshire
RG14 5LD

ICO Registration Number: **Z6825178**
<https://ico.org.uk/ESDWebPages/Entry/Z6825178>

The Data Protection Officer

Contact details for the Data Protection Officer at the Council can be found at:
www.westberks.gov.uk/dpofficer

THE PERSONAL DATA WE HOLD ABOUT YOU

This document describes how and why we collect, store, protect, process and share the data you give to us. When speaking at a public meeting, we will process the following personal data about you:

- Name
- Contact Information
- Image
- Voice

When attending to view a public meeting, we may process the following personal data about you:

- Name
- Image

THE PERSONAL DATA WE HOLD ABOUT YOU

Your data will be held on the Council's IT system, and is access-controlled to restrict unauthorized disclosure. Your data will be protected using up-to-date technical and organisational security measures.

Magic Notes processes your personal data by recording, transcribing, and summarising meetings through the following steps:

1. By attending any meeting in public or submitting a question to a meeting held in public, the User (Officer responsible within Democratic services) seeks consent from you to store personal information.
2. User (Officer responsible within Democratic services) records all meetings held in public.
3. The meeting is recorded and the audio file is saved. Subtitles are created during the meeting through Zoom or MS Teams.
4. User ends the recording that is then available on YouTube.
5. Magic Notes creates a transcription of the audio file.
6. Azure's OpenAI model creates a summary of the transcript.
7. The User is sent a notification telling them that their meeting summary is ready and can be viewed securely, either on the user's phone or computer.
8. The user makes any edits required and copies the summary into the Council's minutes of the meeting that are then published on West Berkshire Council's website.

We comply with our obligations under the GDPR by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data;

by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

WHY DO WE NEED YOUR PERSONAL INFORMATION?

We use your personal information to engage with our democratic processes. This includes:

- Your name, address, telephone number

During any meeting we use the following personal information:

- Name
- Voice
- Image

SOURCE OF YOUR PERSONAL DATA

We collect the above information about you from the data you enter when questions are submitted to be asked at public meetings through our website, via email and through video and audio recordings when you attend/speak at a public meeting.

PURPOSE AND LEGAL BASIS FOR PROCESSING YOUR PERSONAL DATA

In accordance with the data protection laws, we need a "legal basis" for collecting and using information about you. There are a variety of different legal bases for using personal data which are set out in the data protection laws.

We have set out below the different purposes for which we collect and use your personal data, along with the legal basis we rely on to do so.

Why we use your information	Our legal basis for using your information
<p>Public Meetings may be livestreamed via Zoom and YouTube. By attending or speaking at a public meeting you consent to appearing on this livestream. We cannot guarantee that an individual can be kept off the recording.</p> <p>Recordings will be held on YouTube and processed to generate Closed Captions. If an individual objects to appearing on a recording after the event, then we can blur their details, but the recording would remain viewable until that happens.</p> <p>The recording of a public meeting may also be processed through Artificial Intelligence software including Magic Notes for the purposes of notetaking and minuting meetings.</p> <p>Contact information may be kept on an internal</p>	<p>Public Task: Article 6e of the GDPR namely the processing is necessary for the performance of a task carried out in the public interest.</p> <p>Consent: Where you have provided your consent for us to use your personal data in this way. If you do not wish the Council to process your personal data, it will be unable to establish a contract to provide the service for you.</p> <p>You can read the guide to lawful basis for processing special category data on the Information Commissioner's Office website</p>

Why we use your information	Our legal basis for using your information
<p>database for the purpose of record keeping.</p> <p>If you are attending a meeting remotely, then your details will be entered into Zoom to allow a meeting invitation to be sent to you.</p>	

SHARING YOUR PERSONAL DATA

Your data will be seen by employees of the Council relevant to the service or information request you have made.

Where a service or information request requires us to share your data with other parties, a separate privacy notice will describe who that is.

We may share your personal data with third parties where it is necessary for the delivery of the service.

We may also share your data if we are required to do so by law, for example by court order or to prevent fraud or other crime.

RETAINING YOUR PERSONAL DATA

Your personal data will not be kept longer than necessary. Magic Notes recordings will be automatically deleted after 60 days. The information is only retained in Magic Notes to allow the West Berkshire Council User time to amend and publish minutes on our website.

Meeting recordings are published and retained on YouTube.

You can check how long the Council will keep each type of data against our retention schedule (www.westberks.gov.uk/retention).

YOUR RIGHTS

Under certain circumstances, by law you have the right to:

- **Request access** to your personal information (commonly known as a "data subject access request"). This enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it.
- **Request correction** of the personal information that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.
- **Request erasure** of your personal information. This enables you to ask us to delete or remove personal information where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal information where you have exercised your right to object to processing (see below).

- **Object to processing** of your personal information where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground. You also have the right to object where we are processing your personal information for direct marketing purposes.
- **Request the restriction of processing** of your personal information. This enables you to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or the reason for processing it.
- **Request the transfer** of your personal information to another party.
- **Withdraw consent** to the processing of your personal data at any time, where processing is based on your consent. To withdraw your consent, please contact our Data Protection Officer using the contact details below. Once we have received notification that you have withdrawn your consent, we will no longer process your information for the purpose or purposes you originally agreed to, unless we have another legitimate basis for doing so in law.

HOW TO MAKE A REQUEST

If you wish to make a request associated with any of the rights listed above, contact the Council using the contact details at the top of this notice.

INTERNATIONAL TRANSFERS

Your personal data will not be processed outside the UK or by an international organisation.

COMPLAINTS

If you consider that your personal data has been misused or mishandled, you may make a complaint to the Information Commissioner, who is an independent regulator. Further information can be found at: <https://ico.org.uk/make-a-complaint/your-personal-information-concerns/>

The Information Commissioner can be contacted at:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
0303 123 1113

Email: casework@ico.org.uk

Any complaint to the Information Commissioner is without prejudice to your right to seek redress through the courts.

CHANGES TO THIS PRIVACY NOTICE

We reserve the right to update this privacy notice at any time, and we will provide you with a new privacy notice when we make any substantial updates. We may also notify you in other ways from time to time about the processing of your personal information.