

City Plan ‘Examination in Public’ Hearings (online)

Privacy Notice

The council is a data controller under the data protection legislation in respect of the upcoming hearings which form part of the Examination in Public process for the council’s draft City Plan 2020-2040. We collect and process personal information about you in order to coordinate and deliver these hearings.

This notice explains:

- why we ask for your personal information
- how that information will be used
- how you can access your records

Your information

The council needs to hold and use details of all attendees at the City Plan inspection hearings, in order to issue invitations to the sessions, enable attendees to access the hearings online, circulate materials relevant to the hearings and ensure accurate records of who was present and what was said. These details may be written down or kept on a computer and may include:

- basic details about you – for example, your name, job title and organisation
- your email addresses and telephone numbers
- audio recording of anything you say at the hearing sessions themselves and your image
- on camera, if you use it. (This will be captured as part of the recording and available for the public to view online).

You have the right to request a copy of the information that we hold about you. For written information, this can be done by emailing the City Planning team at planningpolicy@westminster.gov.uk.

In respect of the audio and visual recordings of the hearings, these will be published on the council’s website for a minimum of three months from the date of each hearing. After that time, the recordings will be retained (though not published) until the final conclusion of the City Plan inspection process, and they can be provided on request via the email address above.

What we use the information for

Your data will be used to contact you and to enable you to participate in the hearings taking place as part of the examination in public of the council’s draft City Plan. The hearings will all

be conducted online, via the Microsoft Teams app, and will be recorded in order that they can be provided for the public to view on the council's website.

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

The council will not share your data with third parties unless it is legally obliged or lawful to do so. Your contact details (telephone number/ email address) will not be visible during hearing sessions to other attendees who are not council officers, or to members of the public who later view the recording. 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.

If you have any concerns

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, Dr Fatima Zohra at DPO@westminster.gov.uk.