



**METROMAYOR**  
LIVERPOOL CITY REGION

## **Fair Processing Notice – Combined Authority Meeting Video Recording**

### **Identity and contact details of the controller and where applicable, the controller’s representative) and the data protection officer**

The Liverpool City Region Combined Authority (‘the CA’) is the ‘controller’ for your personal information captured during the filming and online broadcasting of our meetings.

If you have any questions about how your information is being used you can contact the CA’s Data Protection Officer at

[DPO@liverpoolcityregion-ca.gov.uk](mailto:DPO@liverpoolcityregion-ca.gov.uk)

0151 330 1679

1 Mann Island, Liverpool, L69 3HN

### **Purpose of the processing and the legal basis for the processing**

Your information is being used by the CA to record and broadcast our meetings on our website, and we are able to do this as part of the exercise of our official public functions.

### **Description of the categories of personal data**

We do not intend to purposely capture the public gallery while filming, but due to the layout of the Authority Chamber and the locations of the cameras, we cannot guarantee that you will not appear in the background or periphery of some shots.

In such cases, the categories of information processed includes your image.

If you choose to submit and read a question to the meeting the recording will capture your name, image and any personal opinions you express.

If you have submitted a question to the meeting, but do not wish to be filmed, you can opt for the chair to read it for you. Your name and question will still appear in the published minutes.

If you do not wish to be filmed at all, please alert a member of the Democratic Services team.

### **Retention period or criteria used to determine the retention period**

Footage of the meeting will be available on the CA’s website for six months once uploaded. The recording will be retained offline for a further six months before being deleted. This retention has been determined by the CA’s business need.

## **The existence of each of data subject's rights**

The GDPR provides you with the following rights when it comes to your personal data:

- The right to be informed how your personal data is being processed
- The right of access to the personal data we hold about you, which includes providing copies of the information to you within one month of a request. We may charge a reasonable fee to provide this information based on our administrative costs of responding (i.e. photocopying, postage, etc.).
- The right to rectification of any incorrect or incomplete data we hold about you
- The right to erasure, also known as 'the right to be forgotten', where
  - Your information is no longer required for the purpose it was collected
  - You withdraw your consent
  - You object to Merseytravel processing your information (and there is no overriding legitimate interest for continuing the processing)
  - Merseytravel has breached the GDPR when processing your data
  - There is a legal obligation to delete the data (such as a court order)
- The right to restrict processing, which limits what Merseytravel can do with your information
- The right to data portability, where any automated processing of your information based on your consent or as part of a contract is made available for your reuse
- The right to object to direct marketing or any processing based on the performance of a task in the public interest/exercise of official authority or for the purposes of scientific/historical research and statistics.
- Rights in relation to automated decision making and profiling, where a decision made by a computer has a legal or significant effect on you.

## **The right to lodge a complaint with a supervisory authority**

You have the right to lodge a complaint regarding the processing of your personal data to the UK's supervisory authority, the Information Commissioner, who can be reached using the details below:

The Information Commissioner's Office,  
Wycliffe House,  
Water Lane,  
Wilmslow,  
Cheshire SK9 5AF  
[www.ico.gov.uk](http://www.ico.gov.uk)  
0303 123 1113