

Privacy Notice – South Downs National Park Authority (SDNPA) and Planning Inspectorate(PI) Virtual Meetings

The SDNPA Privacy notice ([available here](#)), and the Planning Inspectorate Local Plan Privacy Notice ([available here](#)) and Amendment ([available here](#)), are to be read in conjunction with this document.

The SDNPA privacy notice set out your rights and how you may exercise them.

The South Downs National Park Authority is the responsible body (Data Controller) for information provided to us.

Our contact details are:
South Downs National Park Authority,
South Downs Centre,
North Street,
Midhurst
GU29 9DH
info@southdowns.gov.uk

Our Data Protection Officer is the Head of Governance who can be contacted on:
Robin.Parr@southdowns.gov.uk or 01730 819207

In addition to the SDNPA privacy notice this document outlines additional information regarding data collection and processing specifically related to the Soft Sand review hearing to be held via Zoom video conferencing software.

This document sets out how we will collect and process your data in order to run a Virtual Hearing.

Please note that when joining a Virtual Hearing 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.

The soft sand review hearing is held in public therefore the meeting will be streamed via the South Downs Webcasting Portal provided by Public-i. This streaming of the meeting may be recorded by third parties over which the SDNPA or PI has no control.

What will be collected?

- E-mail address
- Phone number (if a participant joins by phone)
- IP address
- Display Name
- Self-Image – If video is shared
- A recording of the streamed content of the event will be collected by SDNPA and held on our secure servers for up to 6 weeks after the date of the adoption of the Plan.

Email addresses are not required to be collected to join the meeting. Only the Meeting ID and Password is required for joining. A display name is collected and an image is only used if the user is already logged into a Zoom account of their own, at that point they have already agreed to Zoom's Terms and Conditions.

Phone numbers will be censored so the middle section is not shown, example: 073****4123. The host will replace this with their names when they join, when a list is provided.

How is it collected?

- E-mail address requested in event invite.
- Phone numbers - If the participant joins by phone, then a portion of your phone number would be visible to all participants.
- IP address – Connections to Zoom will capture the IP address of the participant.
- Display Name – This is collected from the participants joining details
- Self-Image – This is collected when the participant activates their camera
- A video recording of the event – This is collected when the participant activates their microphone and/ or camera.

What is the purpose of the processing?

To enable the examining local plans by the Planning Inspectorate under section 20 of the Planning and Compulsory Purchase Act 2004 and to by way of a recorded virtual public hearing through the Zoom platform of SDNP.

What is the lawful basis for the processing?

The processing is necessary in the performance of a public task - Under Planning Act 2008, Planning and Compulsory Purchase Act 2004, Town and Country Planning (Local Planning) (England) Regulations Act 2012 and other relevant legislation

Who will it be shared with?

SDNPA will not share your data beyond the Planning Inspectorate and West Sussex Council for the purposes of conducting the hearing, or where we are legally required or permitted to do so.

Where will it be stored?

Back-office and live video/audio is handled by Zoom's own servers and is also supported by Oracle Cloud. Zoom previously used Amazon AWS to store data, however they have since moved to their own Private Cloud infrastructure by Oracle Cloud more information on their GDPR policy is here:

<https://docs.cloud.oracle.com/en-us/iaas/Content/Resources/Assets/whitepapers/oci-gdpr.pdf>
<https://zoom.us/gdpr>

What metadata will be taken from joining?

<https://zoom.us/privacy> provides details of the personal data processed and how it is used, and the legal basis justification. For guest participants, the device type and IP address of the user is collected which is required for operations.

Cookies

SDNPA does not use any of our own technology or storage for the creation and presentation, or collection of cookies or web-beacon analytics. These will not be collected during this event

What is the retention period?

A recording of the streamed content of the event will be collected by SDNPA and held on our secure servers for up to 6 weeks after the date of the adoption of the plan. Other data collected related to the virtual meeting will be held in line with the Authorities respective retention policies.