

## **Privacy Notice Amendment - Handling your personal information**

Your privacy is important to us. The attached privacy notice amendment (Annex 2) provides information about data collection and explains the personal data that we will be processing specifically for this virtual event. You must read the current [North West Leicestershire District Council Privacy Notice](#) in conjunction with this amendment before sending information in to North West Leicestershire District Council.

Please note that other parties may see the email address you use to join the event. If you do not wish the email address that we are currently using to correspond with you to be seen by other parties, you may wish to set up a free email account on-line to join with.

### **Annex 2**

#### **Privacy Notice Amendment**

##### **What will be collected?**

- E-Mail address
- Phone number (if a participant joins by mobile)
- IP address
- Display Name
- Self-Image – If video is shared

##### **How is it collected?**

- E-Mail address requested in event invite.
- Phone numbers - If the participant joins by phone, then your phone number would be visible to all participants (this can be masked by the individual by turning off Caller ID, generally known as dialling 141) in which case a random number is displayed.
- IP address – Connections to Microsoft Teams 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.

##### **What metadata will be taken from joining?**

- IP Address, joining account information (Email address), Browser Type (If browser is used instead of Teams App)

##### **Where will it be stored?**

- E-Mail addresses, Phone numbers, Display Name and Self-Image (will be stored in the virtual meeting room, within Exchange Online, MS Stream (Video Recording) and as appropriate will be transferred to an internal case management system.
- IP Address and Metadata

## **Cookies**

- North West Leicestershire District Council does not use any of our own technology or storage for the creation and presentation, or collection of cookies or web- beacon analytics.
- Cookies are collected by Microsoft, which is covered in their Privacy Statement [here](#).

