

ONCHAN DISTRICT COMMISSIONERS
RESPONSE TO FREEDOM OF INFORMATION REQUEST

Date response returned:	4 th December 2023
Date received:	13 th November 2023
Subject:	Living Streaming of Public Meetings

Question:-

- *Please can you provide all e-mail and written correspondence making reference to live streaming of meetings since the 1st June 2022?*

Answer:-

- Please find attached the following correspondence making reference to live streaming of meetings since the 1st June 2022 (please note that all personal data has been redacted):
 - E-Mail correspondence dated 14th November 2022;
 - E-Mail correspondence dated 22nd December 2022;
 - E-Mail correspondence dated 6th January 2023 at 15:24;
 - E-Mail correspondence dated 6th January 2023 at 15:35;
 - E-Mail correspondence dated 19th January 2023;
 - E-Mail correspondence dated 26th June 2023; and
 - E-Mail correspondence dated 7th November 2023

Date Response approved for issue:	4 th December 2023	Date response returned:	4 th December 2023 – Via E-Mail
Approved by:	Mr R Phillips – Chief Executive/Clerk		

Alyson Crellin

To: Admin
Subject: FW: Standing Order 34 - Question Regarding Live Streaming
Attachments: 0541_001.pdf

From: [REDACTED]
Sent: 14 November 2022 14:14
To: [REDACTED]
Cc: [REDACTED]
Subject: Standing Order 34 - Question Regarding Live Streaming

Afternoon [REDACTED],

Please see the attached question submitted by [REDACTED] on 10/11/22. Sorry for the late notice, [REDACTED]
[REDACTED]

Do you wish to answer this tonight? If so then I can confirm that the meetings can be live streamed, if the Members wish to do so. I can provide a memo providing more information regarding the following:

- On what platform is the live stream to be broadcast on i.e. You Tube, Facebook etc.
- If all participants (Members and staff) wish to share their images on screen under the GDPR Regulations.

We would also need to consider updating our relevant policies, provide additional funding to obtain a better camera and microphone (something like a conference phone/microphone which are in the region of £400), and ideally improve our internet connection to Hawthorn Villa as we are currently not on fibre broadband so there will most likely be issues with image and audio clarity if we get high numbers watching.

I suggest [REDACTED] submits a Motion to obtain the Member's votes. If there is support then I can ask the staff to make the necessary arrangements, including approaching Manx Telecom and Sure to see if we can get our connection updated sooner than the planned Main Road works in late 2023.

Kind regards

[REDACTED]

[REDACTED]

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From

Onchan District Commissioners



10/11/2022

Question under, standing order 34.

1) Could the Chief Executive Officer give an update on the possibility of live streaming ODC public meetings?



Alyson Crellin

To: Admin
Subject: FW: Onchan District Commissioners - live streaming of public meetings

From: [REDACTED]
Sent: 22 December 2022 15:05
To: [REDACTED]
Subject: Onchan District Commissioners - live streaming of public meetings

Afternoon [REDACTED],

[REDACTED]

I've just listened to one of our Elected Members commenting on the Mannin Line show this afternoon. I may have interpreted what was said incorrectly, but the discussion made it appear as though the Authority is going to live stream our next public meeting due to be held on Monday 9th January 2023.

I can confirm that this meeting will not be live streamed. The Member put a motion forward for consideration at our last meeting held on Monday 12th December 2022 requesting that the Authority make provision to live stream our public meetings. Under our Standing Orders any motion put forward and seconded will not be decided upon/an outcome provided until the next meeting of the Authority, which in this case will be the meeting on 9th January 2023.

If the Members decide to vote in favour of the motion at the meeting on 9th January 2023, they will then need to make provision for the likes of funding the recording equipment, General Data Protection Regulations considerations in relation to consent to process personal data, in addition to changing our Standing Orders to facilitate any live streaming at future meetings.

I hope this makes sense? I would not like for any listeners to be under the impression that we are going to live stream the next meeting, and for them to find out this is not the case.

If you have any queries please let me know.

Kind regards

[REDACTED]

[REDACTED]

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To: Admin
Subject: FW: Live Streaming of Meetings
Attachments: Information Commissioners Office - Live Streaming Info.docx

From: [REDACTED]
Sent: 06 January 2023 15:24
To: [REDACTED]
Subject: Live Streaming of Meetings

Afternoon [REDACTED],

As previously minuted during a meeting last year, following a request from [REDACTED], you formally requested that I bring a memo to the Board in relation to live streaming our public meetings. This memo has not yet been before the Board for consideration. In the meantime a Motion was submitted to make provision to live stream the meetings. I am concerned that the Members are going to be voting on the Motion this coming Monday night without considering the implications of live streaming.

The three points of concern I have are:

- 1) Finance – to date I have obtained two quotes for purchasing and setting up the software and equipment required. Both are in the region of £4000 which we do not have within our IT or Admin budget to fund.
- 2) Staffing – I may have to look at requesting that an extra member of staff attends the meeting to control the IT side of things as there is a requirement to stream via a mixing unit that has to be controlled. I will not be able to do this on top of providing assistance to the Members, in addition to currently taking the minutes and presenting all memos for consideration.
- 3) GDPR – this is my main concern. I have attached an overview of information relating to the collection of data via live streaming. This information was obtained from the UK Information Commissioners Office (ICO), which I have verified with our Isle of Man ICO. I have also consulted with our own GDPR advisors, [REDACTED] regarding the matter.


As per the guidance attached to this email, we have to prove and evidence that we are justified to collect and process attendee's data (i.e. their images), and that no other less intrusive options are available. As you are aware, our Public meetings can be physically attended so this is going to be a difficult argument to win. Additionally, everyone has the right to their own data, so if anyone in attendance at a live streamed meeting wishes for their data to be withheld and removed, they have the right to do so.

I'm not sure what will be discussed during Monday's meeting, but I wanted to make you aware of my concerns beforehand.


If you have any queries please let me know.

Kind regards

[REDACTED]

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IMPORTANT:

Information Commissioners Office

<https://ico.org.uk/for-organisations/guide-to-data-protection/key-dp-themes/guidance-on-video-surveillance-including-cctv/how-can-we-comply-with-the-data-protection-principles-when-using-surveillance-systems/>

Can we record and share an online meeting, event or a lesson that we host?

It is important that the use of any video conferencing technology by organisations is fair and transparent. **Attendees of an online meeting need to know how you are processing their data, as well as having appropriate choice and control over it.**

If you are acting as a controller for the processing of personal data, even by a live stream, you are responsible for protecting the rights attendees have about their personal information. It is important that you are able to make a clear justification for its use based on necessity and proportionality. For example, if you are using video conferencing as a way to communicate, or making a physical record of a specific interaction.

You should consider whether it is truly necessary in the circumstances to use video conferencing to live stream or record interactions. **You should always consider if you could achieve the purpose by less privacy intrusive methods, such as audio only.** If you feel that the use of video conferencing is necessary and helpful, then you must be able to justify and document your reasons for this type of processing.

In the interest of transparency, you must also tell individuals what you are doing. This is so that they can raise any safeguarding concerns or objections should they wish.

Generally, it is not appropriate for you to post recordings online or make personal data available to an indefinite audience without the express permission of those recorded. If formal recording and publication of an interaction is required, you must clearly explain to the individual(s) what the purpose of the recording is. You must also ensure that you do not use the recording for any other incompatible purpose or disclose it to unauthorised third parties unless there is a justifiable reason.

You should also consider providing a secure link to a live stream or recording, that only attendees can view by a strong password, rather than placing it on an unsecured open website or social media platform for others to view.

Alyson Crellin

To: Admin
Subject: FW: Live Streaming and GDPR
Attachments: Information Commissioners Office - Live Streaming Info.docx

From: [REDACTED]
Sent: 06 January 2023 15:35
To: [REDACTED]
Subject: Live Streaming and GDPR

Afternoon [REDACTED]

[REDACTED]

Thank you for the information you provided to me prior to Xmas regarding the live streaming of your public Board meetings. My Board are considering this matter at the moment.

Following some advice I obtained from our Data Protection Officer, I thought I would share this information with you in case it is of use (please see attached notes). This information was obtained from the UK Information Commissioners Office (ICO), which I have verified with our Isle of Man ICO.

The areas for concern for our Authority are:

- Proving and evidencing that we are justified to collect and process attendee's data (i.e. their images), and that no other less intrusive options are available. As our Public meetings can be physically attended this is going to be difficult to evidence following an impact assessment.
- Everyone has the right to their own data, so if anyone in attendance at a live streamed meeting wishes for their data to be withheld and removed, they have the right to do so. This could mean that some Commissioners and Officers may chose not be visible and audible.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

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Alyson Crellin

To: Admin
Subject: FW: Onchan District Commissioners - live streaming notes
Attachments: Information Commissioners Office - Live Streaming Info.docx

From: [REDACTED]
Sent: 19 January 2023 10:30
To: [REDACTED]
Subject: Onchan District Commissioners - live streaming notes

Hi [REDACTED]

As discussed this morning, please see attached the notes that were discussed with the Members during the public part of our last board meeting, held on 9th January 2023.

This information was taken from the Information Commissioners Office (ICO) in the UK, and then cross-referenced by me with the Isle of Man ICO.

In simple terms, if the Board approve the expenditure ([REDACTED]) I will have to produce an impact assessment to justify live streaming of the Authority's meetings. I have started work on this but at present I am struggling to justify collecting and processing personal data of attendees when members of the public can already access the meetings in person, in addition to audio recordings also being a less intrusive option.

I am also not in favour of the recordings being broadcast on Facebook as was suggested, in line with the last paragraph of guidance from the ICO. I am aware that some Members have already expressed their concerns and will not be willing to give their permission for their data to be broadcast to an indefinite audience.

This information will be included within the minutes of the last meeting so you are welcome to use it as it is easily found on the ICO website and not private information.

Kind regards

[REDACTED]

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If you are acting as a controller for the processing of personal data, even by a live stream, you are responsible for protecting the rights attendees have about their personal information. It is important that you are able to make a clear justification for its use based on necessity and proportionality. For example, if you are using video conferencing as a way to communicate, or making a physical record of a specific interaction.

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Alyson Crellin

To: Admin
Subject: FW: Live Streaming and GDPR
Attachments: Information Commissioners Office - Live Streaming Info.docx

From: [REDACTED]
Sent: 06 January 2023 15:35
To: [REDACTED]
Subject: Live Streaming and GDPR

Afternoon [REDACTED]

[REDACTED]

Thank you for the information you provided to me prior to Xmas regarding the live streaming of your public Board meetings. My Board are considering this matter at the moment.

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[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

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Alyson Crellin

To: Admin
Subject: FW: Live Streaming of Commissioners Public Meetings
Attachments: Information Commissioners Office - Live Streaming Info.docx; Memo - Live Streaming Update - 01.03.23.odt; 2023.02.23 Remote Attendance At Council (Exec Committee).docx

From: [REDACTED]
Sent: 26 June 2023 18:42
To: [REDACTED]
Subject: FW: Live Streaming of Commissioners Public Meetings

Evening [REDACTED]

In relation to live streaming our Commissioners meetings, please can we proceed with compiling either a DPIA or some form of information I can present to my Board?

I have attached the information I have already presented to them based on my own findings.

I have also attached a report kindly shared from [REDACTED] who also recently considered live streaming their meetings (this information is private so please do not share this). The primary aim for them was to allow their Members to attend meetings remotely, but to allow this they need to invest in better equipment so they were futureproofing by looking to specify equipment that would allow the remote attendance and live streaming if required in the future.

At present they do not propose to live stream their meetings. They reference live streaming within section 6 and 10 of their document.

Any queries please let me know.

Kind regards

From: [REDACTED]
Sent: 07 March 2023 14:50
To: [REDACTED]
Subject: RE: Live Streaming of Commissioners Public Meetings

From: [REDACTED]
Sent: 06 March 2023 09:31
To: [REDACTED]
Subject: Re: Live Streaming of Commissioners Public Meetings

Hi [REDACTED]

I did extensive research on this topic and it appears to be very black and white.

Live streaming is processing of data as any other and as such we must follow the same procedures.

This means that we need to include this process in the privacy notice, find a lawful basis (public task would be my first option instead of consent) and grant data subject all the rights including rights to object. If objection is received, based on its motivations, we would have either reject or grant this, however there is not one fit for all approach.

[REDACTED]

Regards

[REDACTED]

Sent from [Outlook for Android](#)

From: [REDACTED]
Sent: Wednesday, 1 March 2023, 11:55
To: [REDACTED]
Subject: Live Streaming of Commissioners Public Meetings

Hi [REDACTED]

Further to our conversation, please see the attached notes that I obtained following a discussion with the UK ICO and the IOM ICO.

Please note that currently under the provisions of the Local Government Act 1985 we already allow members of the public to attend our public meetings in person.

Kind regards

[REDACTED]

[REDACTED]

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[REDACTED]

[REDACTED]



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Information Commissioners Office

<https://ico.org.uk/for-organisations/guide-to-data-protection/key-dp-themes/guidance-on-video-surveillance-including-cctv/how-can-we-comply-with-the-data-protection-principles-when-using-surveillance-systems/>

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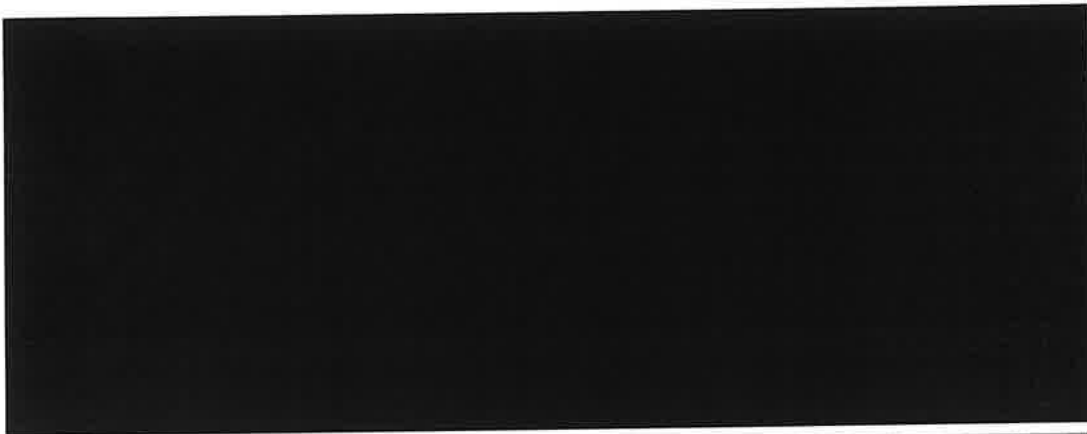
If you are acting as a controller for the processing of personal data, even by a live stream, you are responsible for protecting the rights attendees have about their personal information. It is important that you are able to make a clear justification for its use based on necessity and proportionality. For example, if you are using video conferencing as a way to communicate, or making a physical record of a specific interaction.


You should consider whether it is truly necessary in the circumstances to use video conferencing to live stream or record interactions. **You should always consider if you could achieve the purpose by less privacy intrusive methods, such as audio only.** If you feel that the use of video conferencing is necessary and helpful, then you must be able to justify and document your reasons for this type of processing.

In the interest of transparency, you must also tell individuals what you are doing. This is so that they can raise any safeguarding concerns or objections should they wish.

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You should also consider providing a secure link to a live stream or recording, that only attendees can view by a strong password, rather than placing it on an unsecured open website or social media platform for others to view.



REPORT TO	
Executive Committee	
DATE OF MEETING	
23 rd March 2023	
REPORTING OFFICER	
	
SUBJECT	
Remote Attendance At Council Meetings and Proposed Changes to the Constitution.	
1	REASON FOR REPORT
	<p>In response to a question by a Member;</p> <p>"Given the advances in current technology will the Executive give consideration to amending the Constitution in order to permit remote attendance at Council and Committee Meetings for members who, with legitimate reason, cannot attended in person?"</p> <p>The proposal initially came forward in response to a question raised by a Member to give consideration to remote attendance at Council and Committee meetings for Members, who for legitimate reason, cannot attend in person. The Executive Committee considered an initial report at the January meeting, and requested this further report to contain the changes required to the Constitution and Standing Orders and detailed quotes from the Head of Digital Services.</p>
2	RECOMMENDATION
	<p>That;</p> <ol style="list-style-type: none">1. The Council permits remote attendance by Members at Council Meetings in extenuating circumstances;2. That the cost analysis of replacing the proposed technology and workflow software (with/without the facility to live stream) to allow remote attendance at Council Meetings is explored further with demonstrations as contained in Appendix A;3. That a further report on changes to Standing Orders and the policy be brought forward for approval once a decision is made on the technical solution agreed.

3	FURTHER APPROVAL REQUIRED
	<p>Permitting remote attendance at Council Meetings is a change to the Council's Constitution and policy and requires full Council approval.</p>
4	SUPPORTING RATIONALE
	<p>As advised at the January meeting of the Committee, the Local Government Act 1985 (as amended) permits remote attendance at meetings.</p> <p><u>Equipment</u></p> <p>The existing technology in the Council Chamber cannot provide the required hybrid remote meeting capability nor live stream the meetings to a hosted video platform (Vimeo or YouTube) should the Council decide to stream now or in the future. The existing Bosch conference system and voting system is over ten years old and no longer supported should it fail.</p> <p>The proposed technology and workflow software that the Council will require is:</p> <ul style="list-style-type: none"> • 18 Bosch units wired and wireless; • 3 integrated auto tracking cameras; • Meeting management software microphone control, voting, Chair (Mayor) control and live-streaming; • Audio system upgrades with Acoustic Echo Cancellation and • Hybrid meeting integration for remote attendees. <p>The Council will require additional items to provide the overall solution for example TV screen and additional monitors.</p> <p>Although, the facility to live stream should be considered at this stage when purchasing a new system, the decision to live stream will need to be compliant with the Data Protection Act and any legal issues resolved.</p> <p>Appendix A is the full cost analysis for the technical solution.</p> <p><u>During the meeting</u></p> <p>██████████, with the assistance of ██████████, would be responsible for ensuring the vote of each Member in attendance virtually and in person are clearly registered and that all Members have had the opportunity to discuss items in front of them.</p> <p>It will be proposed in the policy that requests of at least one business working day is given to attend virtually. A request to attend virtually would be considered on merit by the ██████████ and the reason for the request must be cited. The extenuating circumstances to request remote attendance is recommended as the following;</p>

	<ol style="list-style-type: none"> 1. Personal illness (i.e. broken arm/leg) or government issued 'stay at home' advice; 2. Family member illness or emergency; 3. Bereavements; 4. Unexpected childcare issues; 5. Those in employment who can't always take the time to travel and 6. Travelling due to extenuating circumstances. <p>If permission is granted, [REDACTED] would, depending on the circumstance arrange for the necessary equipment to be available if needed and [REDACTED] notified of the virtual attendance of a Member at the Council Meeting. [REDACTED] would host the virtual element of the meeting using the advanced Zoom settings which would ensure the line is secure. One working days' notice is recommended to ensure all the necessary arrangements can be put in place ahead of the meeting.</p> <p>It is not recommended that Members on holiday should be encouraged to remote in for several reasons, including the Member should not feel expected to attend whilst on leave nor should Members take Council equipment on holiday to attend.</p> <p>Following the approval of the selected technical equipment a policy will be drafted for Committee and Council approval.</p> <p>The Local Elections Act 1985 states that if a Member of a local authority fails throughout a period of 3 consecutive months from the date of their last attendance to attend any meeting of the authority, shall, unless the reason was due to some reason approved by the authority before expiry of that period, cease to be a member of that authority.</p> <p>It is recommended that the proposed policy mirrors that of remote attendance at Committee and that it does not count towards consecutive attendance at Council. There is an expectation to rate payers that Members will be available and easy to contact via different communication methods. If Members are off-island for three consecutive months it could be considered that the Member is not fulfilling their duties to their constituents.</p>
5	ALTERNATIVES CONSIDERED BUT NOT RECOMMENDED
	<p>To continue to host Council Meetings with full attendance in person. This is not recommended as if there is a genuine reason that a Member cannot attend in person there is no alternative.</p> <p>To permit Members to attend whilst on holiday. This is not recommended as it puts pressure on Members to attend during a planned break and there are issues of privacy and security.</p>
6	IF PREVIOUSLY CONSIDERED BY COMMITTEE OR COUNCIL, DATE AND DECISION

24th January 2023 Executive Committee:

A10. Remote Attendance at Council and Committee Meetings

The Committee considered a written report by the [REDACTED] in relation to a Question submitted by a Member of Council, which sought consideration of a suggestion to amend the Constitution for remote attendance at Council and Committee Meetings to be permitted where, for legitimate reasons, a Member could not attend in person.

Since the Covid-19 lockdown periods, it had been common-place for full virtual meetings (all attendees remote) or hybrid meetings (some attendees remote and some present) to be held in a number of settings within the Council – internal Departmental meetings; online training; and the Pensions Committee (where the off-Island consultant attended remotely).

A wide range of software platforms had been in use (such as Zoom, MS Teams, WebEx, and Google Meet). It was noted that full Council had been streamed live to FaceBook on four or five occasions, however, a number of issues had been encountered, including:-

- The acoustics in the Council Chamber were a challenge, and the sound quality of the directional microphones was unreliable, especially when the speaker looked away;
- Multiple cameras were required to cover the speakers; and
- The temporary camera positions meant there were a lot of trailing cables, and the camera quality needed to be improved.

While future hybrid Committee meetings were within the scope of existing arrangements, future full Council hybrid meetings would be subject to the same live-stream issues listed above, together with other additional issues, including:

- The ability for those Members present to be able to see and hear remote Members, as a single screen only was currently available;
- The ability for remote Members to be able to hear everything;
- Additional equipment and controls would be required for the Chair to manage the Meeting - the interaction in respect of the speaking order and during voting would be problematic, with two systems being required for the Chair.

The legislation contained within Section 10 of the Local Government Act (1985) relating to remote attendance at meetings was noted, including particularly, that a local authority may make Standing Orders in this respect. Members were advised that, in order to progress the ability for remote attendance by Members at Council Meetings, not only would a scope of options and costs need to be carried out, but there would also be a requirement for the Council to have appropriate Standing Orders in place, to allow remote attendance in extenuating circumstances.

Resolved, "(i) That particulars of the report be noted on the minutes;

(iii) That the [REDACTED] [REDACTED] [REDACTED] [REDACTED] be requested to submit two further reports in February 2023, proposing appropriate changes to Standing Orders and the Council's Constitution that would be required to -

	<p>(a) permit remote attendance by Members at Committee Meetings; and</p> <p>(b) Permit remote attendance by Members at Council Meetings, including by the [REDACTED] a full cost analysis on the provision of video conferencing and recording equipment that would be required in the Council Chamber in order to facilitate remote attendance (to a professional standard), including live streaming."</p>
7	CAPITAL COST AND FUNDING SOURCE
	No provision is currently made in 2023/24 financial years, therefore if there is an appetite to progress a professional standard audio visual capability to the Council Chamber that would allow remote attendance and the potential to live stream, it would need to be funded from reserves.
8	CHANGES TO REVENUE ESTIMATES AND FUNDING SOURCE
	Currently unknown as it depends on the solution chosen.
9	STAFFING/HUMAN RESOURCES IMPLICATIONS
	Unable to determine until the preferred solution is established.
10	LEGAL IMPLICATIONS
	<p>As Members are Data Controllers in their own right, Data responsibility sits with them.</p> <p>No local recording by the Member. No unauthorised access to a meeting. Prescribed remote attendance locations i.e. secure room in home environment or secure private office.</p> <p>It is imperative that the [REDACTED] ensures virtual attendees are fully participating in the meeting, and votes are recorded or decisions could be challenged at a later date.</p> <p>If the event is to be live streamed all attendees including guests, members of the press and public will have to agree to the live broadcast to ensure compliance with the Data Protection Act.</p> <p>No member attending remotely can allow anyone else to be captured or heard on the remote video camera or audio.</p> <p>All attendees of the meeting (remote and otherwise) must be able to see and hear each other.</p>
11	EQUALITY ACT COMPLIANCE
	Permitting remote attendance will create accessibility.
12	COMPLIANCE WITH CORPORATE PLAN
	Sense of community

	<ul style="list-style-type: none"> Maintain effective relationships between councillors, staff and members of the public.
13	BUSINESS RISK IMPLICATIONS
	<p>Contingent arrangements to be agreed in advance for equipment failure during the meeting and provision made for [REDACTED] attendance if required.</p> <p>The Council cannot control the Members home environment or chosen off site location. In the event of a private meeting the Member must ensure no unauthorised persons can hear or see the meeting.</p> <p>Remote location must be secure from interruption and have appropriate internet connectivity. It would be the Member' responsibility to ensuring that the meeting is not disrupted by their remote attendance.</p> <p>Ensuring priority allocation of [REDACTED] availability to cover the Committee Meeting.</p> <p>Risk that Private meetings could be recorded without authorisation. This is covered in the attached policy.</p>
14	ENVIRONMENTAL IMPACT
	None identified.
15	IMPLICATIONS FOR ECONOMIC DEVELOPMENT (of the Borough or Island)
	None identified.
16	CROSS-DEPARTMENTAL ISSUES
	Ensure [REDACTED] are available on standby for any issue if required which may require prioritising over other work.
17	APPENDICES
	Digital Services Cost Analysis Appendix A
18	REASON FOR CONFIDENTIALITY
	None identified.

REPORTING OFFICER	[REDACTED]
RESPONSIBLE CHIEF OFFICER	[REDACTED]
DATE	8 th March 2023

MEMORANDUM

To:	Onchan District Commissioners
From:	[REDACTED]
Ref:	Local Authorities – Shared Information
Date:	01/03/23

Following the Ordinary Meeting of the Board on 20th February 2023 it was requested that an update be provided in relation to live streaming the Authority's public meetings, and that the local press had recently announced that [REDACTED] are going to live stream their meetings.

Officers at [REDACTED] were approached following the meeting where it was confirmed that the "Remote Attendance Report" is due to go before their Executive Committee on 23rd March 2023 for consideration. Following my request it is hoped that the report, or parts thereof, submitted will be shared with Onchan District Commissioners for consideration.

The information shared by the officers to date is that the primary aim is for their Members to be able to request to attend Committee and Council meetings remotely. For the Council to physically allow this they will need to purchase a new system that allows this to happen, and within the specification it may also include the ability to live stream.

Until the meeting of 23rd March 2023 the officers will not know the outcome of the discussions and decisions. Currently it is the general consensus of the officers that live streaming will not be implemented at present as the priority is to allow remote attendance for Members.

[REDACTED] who are our current Data Protection Officer are currently undertaking an impact assessment in relation to the responsible handling of personal data in relation to live streaming. Once this is completed and the information from [REDACTED] is shared a report will be brought back before the Board for consideration.

Please note that this report is labelled as confidential and is to be considered in Private as the officers from [REDACTED] who provided their input made this request.

For members attention.

[REDACTED]

Alyson Crellin

To: Admin
Subject: FW: Streaming - Meetings Costs
Attachments: Onchan DC Yealink MVC640 02 12 22.pdf

From: [REDACTED]
Sent: 07 November 2023 11:47
To: [REDACTED]
Cc: [REDACTED]
Subject: RE: Streaming - Meetings Costs

Morning [REDACTED]

Thank you for this information. [REDACTED] kindly shared this information with me earlier during the year, and he spent a bit of time trying to talk me through how your system physically works as I am not very technologically minded. I also attended one of your meetings to watch how it worked.

I've priced three different systems, the cheapest being one by a company called Yealink (quote attached, but the prices have gone up slightly since December 2022). As per the quote we would have to make some infrastructure changes to accommodate our current Board Room set up, and there was no inclusion for microphones within the quote. My basic understanding is the greater the audio and visual quality required, the greater the cost. Another system priced was nearly £10,000 but this was based on a much greater quality of audio and visual provision, and lapel microphones to clip to the attendees.

I've drafted a memo to our Board for consideration prior to setting our District Rate, but I still have some information missing before I present it. Our Data Protection Officer has assisted us to complete an impact assessment for the collection and processing of the data to accompany my memo. Do you have one that you would be willing to share as a comparison please? I can share ours if required.

One of the main concerns for me as it is my responsibility to inform the Members of any possible risks associated with this process is that I'm yet to be convinced that the Authority can take away an individual attendee's (be that an elected Member or staff) right to object to their data being controlled and processed as per Article 21 of the General Data Protection Regulations (GDPR) 2018. Within our impact assessment I have used the lawful basis of "public task" i.e. a task carried out in the public interest, and to exercise the official authority vested in a person. However, an individual can still object, and it is down the Authority (me) to try to demonstrate compelling legitimate grounds for the processing which overrides the interests, rights and freedoms of an individual attendee as the advice obtained from the Information Commissioner states that it is not appropriate to post recordings online, or to make personal data available to an indefinite audience without the express permission of those recorded.

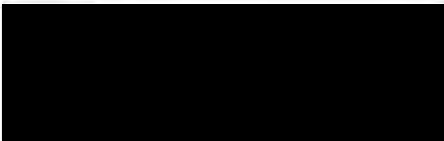
Something I have considered for the future as a way of getting around the potential problem is that when new Members are sworn in to office following an election that they consent to partaking to the live streaming as part of their declaration. I've approached Manx Industrial Relations regarding this matter in relation to staff who attended meetings, and following their advice I am of the opinion that we cannot force staff to have their data controlled and processed if they do not consent as someone's terms and conditions of employment do not supersede the right to object as per Article 21 of the GDPR 2018.

Our current Standing Orders do not make any allowance for this process, only that no electronic communication equipment is to be used within the Board Room during meetings unless the Chair consents. I started work last year on updating our Orders. Do you have a more up to date version of your Standing Orders, or a policy that makes reference to streaming and remote attendance of Members and staff please? I have a copy of your 2015 Orders (with 2021 amendments) but I cannot see any provision made within the document. I've checked your policies

available online and cannot find anything that links to this. Again, I would like to use these as a comparison to my own workings if they are available. [REDACTED] and [REDACTED] have shared some information with me regarding their considerations of the same process but their Council/Board chose not to proceed with live streaming at this time so unfortunately [REDACTED] [REDACTED] are the only applicable authority to compare against.

Any assistance would be greatly appreciated. If you have any queries please let me know [REDACTED]
[REDACTED]

Kind regards



Hawthorn Villa, Main Road, Onchan, Isle of Man. IM3 1RD. Tel: (01624) 675564 or 624967.

Rent, Rate and other payments can be made 24 hours a day, 7 days a week online @ www.onchan.org.im

 www.onchan.org.im  OnchanDistrictCommissioners

Our Island, Our Environment, Our Future



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From: [REDACTED]
Sent: 06 November 2023 17:30
To: [REDACTED]
Subject: FW: Streaming [REDACTED] Meetings Costs

Dear [REDACTED] and [REDACTED]

It was good to talk to you [REDACTED] enclosed is info about our live streaming set up.

What I would say is that this is about 18months old and it does take quite a time to set up each month.

If we were to do it again, I think it would be easier to buy the whole thing as a package/complete set up as it took us quite some time to get it working and get the sound quality to a reasonable level.

Livestreaming has driven engagement; in that we have had lots of people watch certain parts of our meetings and we have had some people make sound bites that have made the commission or individuals seem biased. There is also a GDPR aspect which we are still working through.

Best regards



Meeting Streaming Costs

The goal of streaming meetings having been agreed by the board will require investment in hardware in order to facilitate this.

It is envisaged that the platform used for streaming will be a social media such as Facebook or YouTube that will not require any additional fees.

Streaming System:

Blackmagic Atem Mini Pro - <https://cvp.com/product/blackmagic-atem-mini-pro> £399 (ex VAT)

Video Equipment

Blackmagic Studio 4K Plus Camera - <https://cvp.com/product/blackmagic-cinstudmftg24pdd-studio-4k-plus> - £985 (ex VAT)

Panasonic Lumix 14-42mm MFT Lens - https://cvp.com/product/panasonic_h-ps14042e-k - £249.17 (ex VAT)

Plus

Manfrotto Tripod - https://www.amazon.co.uk/Manfrotto-MKBFRTC4-BH-Advanced-Mirrorless-Lightweight/dp/B07GLR2DJZ/ref=asc_df_B07GLR2DJZ/ - £200

Audio Equipment

1 x 16 channel mixer - https://www.thomann.de/gb/soundcraft_ui16.htm - £325

Mixer Box - https://www.thomann.de/gb/gator_gr_4s.htm - £88

15 x Gooseneck microphones - https://www.thomann.de/gb/the_t.bone_gm_5212_table_stand_bundle.htm - £66 x 15 = £990

Cabling multicore system per side - https://www.thomann.de/gb/pro_snake_mts_80_s_multicore_10m.htm - £99 x 3 = £297

2nd December 2022

Dear [REDACTED]

Following our meeting regarding video conferencing options for your boardroom please find our quotation for your consideration.

Yealink

Yealink allow for their hardware to connect directly with your MS Teams account with MS Teams preinstalled on the PC. Once they are connected and paired with MS Exchange then all a user must do is invite the meeting room when setting up a calendar invite then they have one click join from the touch panel when the time of the meeting is due to start.


Description	Price
Yealink MVC640 MS Teams Room System*	£2,750.00
Yealink MVC640 1 Year Advance Replacement Maintenance	£350.00
Yealink BYOD Extender	£290.00
Yealink WPP20 Wireless Content Sharing USB	£150.00
Installation, Configuration and Training	£400.00
Total	£3,940.00

*A Microsoft Teams Room (MTR) License is required from your Office365 package. This pairs the Yealink unit with your MS Teams account enabling 'One Click Join' from the Touch Panel.

Installation


[REDACTED] will configure and setup the Yealink unit in the boardroom however some additional works would need to be done by your workmen. 2 power sockets will need to be installed behind the TV and the camera bracket will need to be mounted just under the TV. A network connection would be ideal for the Yealink Mini PC that will sit behind the TV however we could use a wireless connection if you prefer this. The Yealink Touch Panel and the BYOD Extender require 2 CAT5 cables from the Mini PC and Camera which would come out to the network points at the back of the room. Alternatively, if these can be run under the floor to come out under the boardroom table then this

Digital Transformation Specialists



maybe a better option to look at. This would give the Touch Panel the power needed for it to boot up and the BYOD Extender would allow for someone to plug there laptop in so they can utilize the camera, speaker and microphone so other video calls can be conducted like Zoom or Webex whilst still giving a meeting room experience.

Record and Streaming

As this would work over Microsoft Teams, then the recording is very simple to do and retrieve. For the Streaming, Teams does allow for a URL and Streaming Key from platforms like Facebook Live and YouTube from Teams meeting rooms. This does require some configuration within the Teams setup but I am sure it is something  would be able to do as shown in the article I sent over on a previous email.

Please note all prices shown are exclusive of VAT where applicable and can only be held for 30 days.

If you have any questions in the meantime please do not hesitate to contact me.

With best regards

Yours sincerely

