



Kenilworth Town Council

Jubilee House, Smalley Place, Kenilworth, CV8 1QG

Telephone: 01926 859155

E-mail: kentc@kenilworth.org

Town Clerk: Miss M S Field

WEB CONFERENCING POLICY

Date of Approval – 27/07/2023

Date of Review – July 2026

1. Introduction

1.1 Web conferencing is used as an umbrella term for all types of online conferencing including webinars, webcasts and web meetings.

1.2 Kenilworth Town Council (KTC) uses web meetings to enable two-way video and communication. Its Webinars typically constitute a one-way communication system in which the speaker (or Panel) speaks to remote audiences with limited possibilities of interaction with the audiences.

1.3 All data collection and retention during Web Conferencing will be in compliance with the KTC Contact Privacy Statement.

2. Approved platform

2.1 Kenilworth Town Council has approved Microsoft Teams to be utilised as its platform for all Web Conferencing events.

2.2 Microsoft complies with all laws and regulations that apply to the provision of Online Services, including applicable laws regarding reporting a security incident and the requirements for the protection of personal data.

3. Webinars

3.1 All Webinars and open discussion forums arranged by Kenilworth Town Council may allow independent speakers (public or members) to talk publicly, including within Town Council initiatives.

Where applicable, the following disclaimer will be stated and apply –

“the views expressed in this talk are not necessarily those of the Town Council”

Where applicable, the following additional disclaimer will be stated and apply (Members only) -

“I am speaking today as an expert/member of the public and not in my capacity as a councillor.”

3.2 All Webinars and open discussion forums set up using its platform will be directly arranged and hosted by Kenilworth Town Council.

3.3 Kenilworth Town Council acknowledges the need to encourage public participation whilst maintaining data security. Having full regard to the nature and material to be discussed in any arranged Web Conference, security measures will be applied as appropriate. This will specifically include the use of registration and/or passwords where necessary.

3.4 Where any Web Conference is to be recorded, this fact and the reason will be clearly indicated prior to commencement. It is assumed any participant unhappy with this arrangement will then leave the session.

3.5 Kenilworth Town Council will routinely require registration, collecting only name and email address to facilitate the webinar and provide access to it.

3.6 In limited circumstances Kenilworth Town Council may wish to conduct post meeting consultation/survey or other communication with Attendees. This will be clearly stated prior to commencement, enabling any Attendee to opt out if they wish.

3.7 For Webinars, the following statement should be read out beforehand:

We would like to remind all people attending this meeting that video recording of the meeting is expressly forbidden and any attempt to video record this meeting is regarded as a breach of data protection legislation.

If required by yourself, you are permitted under UK law to use your own device to make an audio recording of the meeting on the proviso that the recording is for your own use ONLY. The recording must not be played to any others and must be erased when your purpose for recording has expired.