

Date issued: October 2020

Good Practice Exchange Events – Privacy Notice

This privacy notice tells you about how the Good Practice Exchange (GPX) of the Wales Audit Office (WAO) processes information collected about you when you register and/or attend a GPX event as a delegate, facilitator or contributor. Events can include shared learning seminars or webinars and WAO events.

Who we are and what we do

The Auditor General for Wales' work includes examining how public bodies manage and spend public money, and the WAO provides the staff and resources to enable him to carry out his work. This includes the GPX which seeks to help public services improve by sharing knowledge and practices that work.

The relevant laws

We process your personal data in accordance with data protection legislation, including the Data Protection Act 2018 (DPA) and the General Data Protection Regulation (GDPR). The GPX processes your personal data in provision of services under section 19 of the Public Audit (Wales) Act 2013.

What we will do with your information

We collect information from you so that we can plan and manage our events and afterwards to facilitate and encourage sharing knowledge and best practice between attendees and contributors.

The GPX team and, where necessary, other staff from the Wales Audit Office will have access to the information you provide. We may share some attendee information with contributors and facilitators prior to the event to assist with planning the event and event content.

After the event we may share a list of attendees (including name, role, organisation and email address) to facilitate the exchange of knowledge and resources. We may also use this list to facilitate operating Randomised Coffee Trials where individuals can sign up to keep in touch with other attendees after the event. **If you do not want to be included on this list you must notify us prior to the end of the event.**

We will keep your personal data for the periods specified in our Documents and Records Management Policy and we will hold your data securely in accordance with our Information Security Policy.

Presentations, Photographs, Recording and Videos

We transmit webinars live to an online audience and we record webinars and subsequently make the recordings available through the Audit Wales website and YouTube channel. Webinar presenters and participants may also share the webinar video with their organisations and contacts.

During in-person seminars we may take photographs and produce short video clips of each presenter on the day of event, covering the key points of the presentation.

During virtual events and seminars, we may record the entirety of the meeting and presenters and participants may be identifiable in recordings, through images, speech or text. We use video conferencing such as Zoom and Microsoft Teams to deliver our events. If you access a virtual event the operators of the software may collect information from you which will be used by them in accordance with their privacy notices.

Photographs and videos may be published on the Audit Wales website and video clips are shared on the Audit Wales YouTube channel. We will also share presentations and resources from the event with attendees and on our GPX webpage on the Audit Wales website.

In-person events

If you are speaking or presenting at an event and do not want to be photographed or recorded **you must notify us in writing prior to the event.**

Virtual events

If you are a presenter or attendee at a virtual event, and do not wish to be recorded, **you must notify us prior to the event.**

If the meeting is recorded, a member of the GPX team will remind all participants of this at the start of the virtual meeting, which will provide an opportunity to change your settings (e.g. turn off your camera).

Mentimeter

We use a tool called mentimeter as part of our events to gather and present audience questions, opinions and feedback, and to facilitate operating Randomised Coffee Trials. If you do participate your IP address is retained by mentimeter for 30 days. While your questions may be raised anonymously please be aware that you may be identifiable from the question itself or the subsequent discussion of the issues raised. If you provide your email address to mentimeter to view the comments or questions raised during the event (or to create an account) you will be doing so on mentimeter's terms and conditions which are available on the mentimeter website.

Your rights

Under data protection law you have rights to ask for a copy of the current personal information held about you and to object to data processing that causes unwarranted and substantial damage and distress.

To obtain a copy of the personal information we hold about you or discuss any objections or concerns, please write to The Information Officer, Audit Wales, 24 Cathedral Road, Cardiff, CF11 9LJ or email infoofficer@audit.wales. You can also contact our Data Protection Officer at this address.

Information Commissioner's Office

If you need further information about your rights under data protection law or want to complain about how we are handling your personal data, you may contact the Information Commissioner at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF, or by email at casework@ico.gsi.gov.uk or by telephone 01625 545745.