

Education Department, Welsh Government

Privacy Statement

Education Department, part of the Welsh Government, is organising an event to help us in the work we do.

Regardless of the purpose of the event we will need your personal data if you attend. This will include your name, contact details, the organisation you are from, dietary requirements and if the venue includes controlled access parking, then your car registration number will be required. We will use your contact details to send you information about attending the event and we may send you materials following the event.

In some cases we use a third party to manage our events, and our contracts set out strict requirements for the processing and safekeeping of personal data.

We will be using Cazbah to manage this event. They will be required to capture the following: your name, email address, the school / setting you are from. They will also need to identify dietary and accessibility requirements.

We will keep your personal information for no more than 12 months after this event, so we are able to inform future events based on your feedback. If we wish to use your personal data for any reason other than to send you information / materials / evaluation forms, regarding this event then we will ask you.

This event will be delivered both in person and online via live stream.

By registering for and attending this event, you acknowledge that photographs, video recordings and live streaming may take place. The live stream will capture speakers, and presenters, but may also capture audience members who ask questions, and general event activity. The recording may also be retained and made available for viewing after the event for educational, promotional, or informational purposes.

Your personal data will be processed for the purpose of organising and delivering the event, managing attendance, facilitating online participation, and providing access to event content. This processing is carried out in accordance with applicable data protection legislation.

Any films or images may be used to help promote the work of the Welsh Government internally and/or externally. This may include promotional films, posters, leaflets, booklets, reports, banners, intranet, website, social media and marketing use for example. This list is not exhaustive.

If you are attending in person and do not wish to appear in photographs or recordings, please notify a member of the event team on arrival. While reasonable efforts will be made to accommodate such requests, it may not always be possible to avoid incidental inclusion in crowd or audience footage.

If you participate online, any comments, questions, or contributions you make during the live stream may be visible to other attendees.

The Freedom of Information Act 2000 allows the public to ask to see information held by many public bodies, including the Welsh Government. The information you provide may be the subject of a freedom of information request by another member of the public. We would consult you before responding to any request that captures your information.

Under GDPR, you have rights as an individual which you can exercise in relation to the information we hold about you. These are:

- a right of access to a copy of the information comprised in their personal data;
- a right to object to processing that is likely to cause or is causing damage or distress;
- a right to prevent processing for direct marketing;
- a right to object to decisions being taken by automated means;
- a right in certain circumstances to have inaccurate personal data rectified, blocked, erased or destroyed;
- a right to claim compensation for damages caused by a breach of the act.

You can [read more about these rights here](#).

The contact details for the Information Commissioner's Office are:

Information Commissioner's Office

Wycliffe House
Water Lane
Wilmslow
Cheshire SK9 5AF

Telephone: 0303 123 1113 or 01625 545 745

Website: ico.org.uk

For further information about the information which Welsh Government holds and its use, or if you wish to exercise your rights under GDPR, please see the contact details below:

Local Government Strategic Finance

Welsh Government
Cathays Park
Cardiff
CF10 3NQ

Email: LocalTaxationPolicy@gov.wales

Data Protection Officer

Welsh Government
Cathays Park
Cardiff
CF10 3NQ

Email: DataProtectionOfficer@gov.wales