

## Creative Forces Day Online Privacy Notice

This information was added to the zoom platform Creative Forces sign up page.

### Privacy Notice

ORGANISATION 1 are inviting you to register to attend our Primary or Secondary School Creative Forces Day, online events taking place over the Zoom platform on 22<sup>nd</sup> and 23<sup>rd</sup> June 2021.

The purpose of the event is to inform you and your class pupils about further and higher education options through taster sessions with a chance to speak to current civilian and Service students about their own experiences. This will include workshops and talks focused on improving outcomes for children from Armed Forces families. Your school may already be aware of the Uni Connect programme from the Office for Students and may already have a Data Sharing Agreement in place with us for these purposes. Data collected is in the Public Interest. ORGANISATION 1 are the lead organisation for this event.

- No attendee cameras will be on during webinars – only the speakers will be visible with their microphones set to 'on'.
- Attendees will not be heard – sound options/microphones will be set to 'off'.
- The chat function will be managed by ORGANISATION 1 and is open to use by participating organisations. Questions can be submitted beforehand and only by teaching staff.
- All emails about the events will be sent to school staff using their school email addresses.
- Any attendees who have not pre-registered will be blocked from joining.
- Events will be recorded within the Zoom platform. The recording will be uploaded to ORGANISATION 1 website for individuals to watch after the event. Speakers from all participating organisations have agreed to this.

Details of the names of pupils attending this event and workshops within it, will only be collected and further shared if a Data Sharing Agreement is in place and only in accordance with the terms of that Agreement. Where no existing Agreement is in place, only numbers of attendees will be collected.

Participating organisations will be attending the event and may receive anonymous details of attendees and event feedback – namely ORGANISATION 3, ORGANISATION 2 and the SCiP Alliance.

Your name and school email address will be collected within the Zoom platform and processed securely by ORGANISATION 1 for the purposes of event administration, reporting and delivery.

If you choose to supply post-event feedback this will be anonymous.

Your data will not be shared outside of the UK but we would like to refer you to Zoom's privacy policy which includes details of their international server and data centre locations:

<https://zoom.us/privacy> Your details including event recordings, will be deleted from the Zoom platform no later than two weeks after the event. Details of your attendance will be retained by ORGANISATION 1 and partner organisations in accordance with retention policies.

Sharing of personal data (about identifiable staff and pupil attendees) will only take place in accordance with the parameters of a specific Data Sharing Agreement between all Participating organisations, that has been established for this event and helps to safeguard all individuals.

For more details as to how and why ORGANISATION 1 process personal data, please see our Privacy Policy here: ORGANISATION 1 link to Privacy Policy.

**Click to register**

When they click to register, these should be mandatory:

I confirm I will be the teacher in attendance at this event and will be present in the classroom with pupils during the event:

I confirm I have read and understand the above event privacy notice (or 'the event privacy notice sent to me previously'):

EXAMPLE