

## Thriving Lives CPD Series Privacy Notice

This information was added to the zoom platform [Creative Forces sign up page](#).

### Privacy Notice

In line with recent emails sent to you during August this year, ORGANISATION 1 and the SCiP Alliance are inviting you to register to attend our Thriving Lives event series. We are delivering 5 online events taking place over the Zoom platform during November and December 2021. The purpose of the Thriving Lives series is to provide you with information and share knowledge. We will bring together the perspective of practitioners and students from Armed Forces communities in line with the Widening Participation national agenda and specifically how this applies to your role at your college or school.

In order to administer and deliver this event, ORGANISATION 1 needs to collect your attendee data electronically. Attendee data consists of your school or college, your name, job title, email address and a contact 'phone number as well as details of which sessions you attend. It may also include any written submissions such as questions you may ask within the chat function, or submissions of topic contributions for a particular workshop.

The series of Thriving Lives workshops will be recorded which allows us to make the event available to a wider audience. You will be reminded that recording is taking place upon registration, reminder event emails and on the day. The use of cameras and microphones is optional for all workshops however we recommend turning them on at specific periods of interaction. You can still attend the workshops if you do not want your image or voice to be captured.

We ask that all attendees agree they will not discuss identifiable pupils or families during the sessions. Please express your working examples generically so that no families or persons could be identified. We have a range of attendees from different regions and have a duty to respect and protect confidential information about our Armed forces families and other service users.

**Attendee data:** ORGANISATION 1 will use this to inform future practice and support needed across our county, Lincolnshire. This is collected on the following lawful bases, in accordance with UK Data Protection legislation:

- It is in our legitimate Interests to administer and deliver online event sessions effectively and provide you with content and Continuous Professional Development in this area.
- Public Task – we have a basis in law and Education regulation upon which we run these types of events
- Consent – we would also like to ask for your consent to process your attendee data in certain ways. Consent is not a condition of attendance; the above may apply to some aspects of our processing.

### What will happen with your attendee data?

Firstly, ORGANISATION 1 would like to share it securely, with the SCiP Alliance for the same purposes outlined above. Secondly, ORGANISATION 1 will upload it to the HEAT database (the Higher Education Access Tracker, provided by the University of Kent and used by ORGANISATION 1). The HEAT database is used by member organisations to record participant details and their involvement in widening participation (WP) activities. ORGANISATION 1 has a Data Sharing Agreement and contract with HEAT that safeguards processing of personal data.

Thirdly, we would like to ask you to complete an optional post-event survey. Live event polls will be conducted and a survey link shared via Zoom. Results will be anonymous to attendees. Only relevant staff at ORGANISATION 1 will receive a report of individual responses linked to your identity. ORGANISATION 1 will share anonymous poll and survey results with the SCiP Alliance. Both parties will use the results to inform future practice and support needed across the country.

We would like to send you relevant information in future from ORGANISATION 1 and the SCiP Alliance. This is optional and we will only do so with your consent. You can opt-out at any time.

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 the SCiP Alliance in accordance with retention policies on their secure electronic systems. Access to attendee data will be restricted at all times to staff in relevant roles at both organisations and at HEAT.

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

For details of ORGANISATION 1's Privacy Policy including your individual rights, please see: (WEBSITE LINK)

For details of the SCiP Alliance's Privacy Policy, please see: (WEBSITE LINK)

For details of the HEAT database, please see: (WEBSITE LINK)

#### **Click to register**

**When they click to register, they should see:**

I confirm I have read and understand the above Thriving Lives events series Privacy Notice and I would like to attend. I understand my data will be uploaded to the HEAT database. **Tick box.**

I DO/DO NOT consent for my attendee (personal) data to be shared with the SCiP Alliance as described. **Tick boxes for do/do not.**

I DO/DO NOT consent to receive information in the future from ORGANISATION 1 and the SCiP Alliance via the (work) contact details I have provided. I can opt-out of this at any time. **Tick boxes for do/do not.**