

**Date issued:** October 2020

## Audit Wales Events – Privacy Notice

This privacy notice tells you about how Audit Wales processes information collected about you when you register and/or attend an Audit Wales event as a delegate, facilitator or contributor. The term 'Audit Wales' in this document refers to the 'Wales Audit Office'.

### 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 Wales Audit Office provides the staff and resources to enable him to carry out his work. Audit Wales is a trademark of the Wales Audit Office, and is the umbrella identity of the Auditor General for Wales and the Wales Audit Office.

### 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). We process 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. Events can include conferences, engagement, or other meetings and events. As a result of Covid-19 guidelines, events will be held online for the foreseeable future.

The Communications Team and, where necessary, other staff from Audit Wales 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. We may include delegate names and organisation as part of the delegate pack for the event.

After the event we will contact you to conduct a post event survey and may share a list of attendees (including name, role, organisation and email address) to facilitate the exchange of knowledge and resources. **If you do not want to be included on this list, you must notify us prior to the end of the event.** We may contact you by email to let you know about future similar events.

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.

## Photographs, Recording and Videos

We may record and/or video speeches, presentations and some discussions and subsequently make the recordings available through the Audit Wales website, YouTube channel and Audit Wales social media accounts such as Facebook, Twitter and LinkedIn. Speakers may also share the videos with their organisations and contacts.

We may also take photographs which may be published on the Audit Wales website and social media accounts such as Facebook, Twitter and LinkedIn.

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 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.

### 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 going to be recorded, we will remind all participants of this at the start of the meeting, which will provide an opportunity to change your settings (e.g. turn off your camera).

## 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](mailto: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](mailto:casework@ico.gsi.gov.uk) or by telephone 01625 545745.