

Cazbah Privacy notice – Mid Wales and South West Wales REF Consultation

Background

Cazbah has been contracted by Welsh Government to deliver a series of national online events for the **Mid Wales and South West Wales REF Consultation**.

This privacy notice explains how we use the personal information we collect about you to facilitate the delivery of the online events..

We take your privacy seriously and will only use your personal information to enable you to take part in the Seren national online events. We will handle your personal information in accordance with current data protection legislation, including the General Data Protection Regulation law (GDPR).

Collecting your information

If you attend the events, as data controller, we will need to process some personal information about you in order to make the necessary registration and ensure you are able to access the online events.

How we share your information

Your personal information may be shared with external contractor or partner organisations who are working on behalf of or with Cazbah in the delivery of the online events.

They will only have access to your personal information in order to deliver the relevant elements of the online events.

What personal information will we process?

- name;
- email address
- **Demographic information if provided**

What will we do with your personal information?

Your personal information will be used to enable you to take part in the Seren national online events.

In addition, over the course of the academic year, using your data, we may send you evaluation forms to measure the impact of the Seren national online events.

How secure is your personal data?

Cazbah, its partners and sub-contractors will securely transfer your personal information using accredited and agreed data transfer facilities.

Your personal data will be kept securely within Cazbah information systems.

How long do we keep your personal data?

Cazbah and its partners and sub-contractors will destroy all personal data held about you, within six weeks of the end of the events.

Disclosing your information

We may disclose your personal information:

- if we are under a duty to disclose or share your personal data in order to comply with any legal obligation, or in order to enforce or apply our terms and conditions and other agreements; or to protect the rights, property, or safety of Welsh Government, or others; or to investigate or prevent a crime

Individual rights

Under GDPR, you have the following rights in relation to the personal information you provide as part of the series of online national events, you have the right to:

- Access a copy of your own data;
- Require us to rectify inaccuracies in that data;
- To object to or restrict processing (in certain circumstances);
- For your data to be 'erased' (in certain circumstances)