



Civil Service

Live Online

Privacy Notice for Civil Service Live Online

This notice sets out how the Cabinet Office will use and protect any information that you provide in relation to Civil Service Live Online. It is made under Articles 13 and/or 14 of the General Data Protection Regulation (GDPR).

YOUR DATA

Purpose

Cabinet Office will use your personal data to hold the Civil Service Live Online event, and this will include to:

- register and facilitate your attendance at Civil Service Live Online
- analyse attendance at Civil Service Live Online and any subsequent communications in relation to the event
- to provide you with updates and details relating to Civil Service Live Online
- manage delegate and customer contacts, queries, complaints or disputes
- take images and record video to make a record of the event, to livestream the event, and to produce promotional material to advertise the event and to promote future Civil Service Live events
- handle any legal claims or regulatory proceedings and ensure legal and regulatory compliance

The data

We will process the following personal data: title, first name, last name, job title, email address, government department, work landline, work mobile number, profession/function, grade, office location (city), preferences around discussion topics for mentoring sessions, and accessibility requirements.

In addition, the following data will be collected when you interact with the online platform: IP address, country, web click data, analytics data from cookies, contributions to live chats, voting data, your downloads, stream and workshop choices, and stream viewing activity.

Legal basis of processing

The legal basis for processing your personal data is it is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the data controller. In this case that is Cabinet Office's role in providing annual Civil Service Live events.

Recipients

Your personal data will be shared by us with our supplier providing events booking (Calder Conferences Ltd) and events management services (Live Group).



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We will also livestream the event and therefore publish video and audio of speakers to attendees. We will also publish images of speakers to promote and report on the event publicly.

Any contributions you make to live chats will be shared with other viewers.

As your personal data will be stored on our IT infrastructure it will also be shared with our data processors who provide email, and document management and storage services.

Retention

Personal data will be kept by us for three years from last contact.

YOUR RIGHTS

You have the right to object to the processing of your personal data.

You have the right to request information about how your personal data are processed, and to request a copy of that personal data.

You have the right to request that any inaccuracies in your personal data are rectified without delay.

You have the right to request that any incomplete personal data are completed, including by means of a supplementary statement.

You may have the right to request that your personal data are erased if there is no longer a justification for them to be processed.

You have the right in certain circumstances (for example, where accuracy is contested) to request that the processing of your personal data is restricted.

INTERNATIONAL TRANSFERS

As your personal data is stored on our IT infrastructure, and shared with our data processors, it may be transferred and stored securely outside the European Union. Where that is the case it will be subject to equivalent legal protection through the use of Model Contract Clauses.

CONTACT DETAILS

The data controller for your personal data is the Cabinet Office. The contact details for the data controller are: Cabinet Office, 70 Whitehall, London, SW1A 2AS, or 0207 276 1234, or publiccorrespondence@cabinetoffice.gov.uk.

The contact details for the data controller's Data Protection Officer are: Stephen Jones, Data Protection Officer, Cabinet Office, Room 405, 70 Whitehall, London, SW1A 2AS, or dpo@cabinetoffice.gov.uk.



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The Data Protection Officer provides independent advice and monitoring of Cabinet Office's use of personal information.

COMPLAINTS

If you consider that your personal data has been misused or mishandled, you may make a complaint to the Information Commissioner, who is an independent regulator. The Information Commissioner can be contacted at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF, or 0303 123 1113, or casework@ico.org.uk. Any complaint to the Information Commissioner is without prejudice to your right to seek redress through the courts.