

Privacy Notice

The National Academy for Educational Leadership ('we') will be the Data Controller for the personal data you provide to participate in this event. We do this under Public Task - processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. The types of data that will be collected will include:

- Name
- Address
- Email Address
- Dietary restrictions (for catering purposes)
- Affiliations (company, organisation, memberships)
- Accessibility Requirements

We will only use your personal data for the purpose of the event. We are committed to protecting your privacy, and we want to make sure that you are aware of how your personal information may be used.

We will always strive to collect only the minimum data necessary to run the event.

We will collect dietary or access requirement information (considered special category data under Article 9(2)(a)) only when necessary to fulfil your needs to comply with legal obligations. We will process this information securely and confidentially.

If you wish to be contacted regarding future events we will keep your personal data for one year. If not, we will delete your data within 3 months of the event concluding.

Videos and photographs will be taken at the event, and these may be used for the following purposes:

- To promote the event on social media, our newsletter and in other marketing materials.
- To document the event for historical purposes.

If you do not want to be recorded or photographed, please contact post@agaa.cymru at least 24 hours prior to the event.

An area will be set aside for those who have expressed a wish not to be photographed or recorded, where these will not be taken.

Under the data protection legislation, you have the right:



- to access the personal data the Welsh Government holds on you
- to require us to rectify inaccuracies in that data
- to (in certain circumstances) object to or restrict processing
- for (in certain circumstances) your data to be 'erased'
- to lodge a complaint with the Information Commissioner's Office (ICO) who is our independent regulator for data protection

By registering for the event, you agree that the personal data you submit as part of your registration can be used for the following purpose:

- to communicate with you regarding the event you have registered.
- to be shared with the event venue for health and safety purposes and to organise and co-ordinate the event.

For help with any of the above rights then please contact post@agaa.cymru

If you require additional information regarding your information rights or have concerns regarding the usage of your personal information, please contact:

Data Protection Officer
National Academy for Educational Leadership
PO Box 421
Bridgend
CF31 9RX
E-mail: post@agaa.cymru

If you are dissatisfied with how we have utilised your data, you have the option to lodge a complain with the Information Commissioner's Office. The contact details for the Information Commissioner's Office are:

Customer Contact
Wycliffe House
Water Lane
Wilmslow Cheshire
SK9 5AF
Telephone: 01625 545 745 or 0303 123 1113
Website: www.ico.gov.uk