



Software Development Forum (SDF)

The privacy notice for the recording of SDF meetings held on Microsoft Teams

Privacy notice

Date of issue: 7 February 2022

Version: 1.0

Audience	Members of the Software Development Forum (SDF), including the Welsh Government, software suppliers of school management information systems (MIS) and Welsh local authority representatives.
Overview	This document is provided by the Welsh Government as an official privacy notice to inform the SDF membership how their data and the recordings of SDF meetings held using Microsoft Teams will be used.
Further information	<p>Enquiries about this document should be directed to:</p> <p>Information Management Strategy Data Collections Team School Information and Improvement Branch Education Directorate Welsh Government Cathays Park Cardiff CF10 3NQ</p> <p>Tel: 0300 062 5014 E-mail: IMS@gov.wales</p> <p> @WG_Education</p> <p> Facebook/EducationWales</p>
Additional copies	This document can be accessed from the SDF pages of DEWi .
Related documents	All relevant documentation relating to the meeting and other development documents is available on the SDF pages of DEWi .

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1. Purpose of the Software Development Forum (SDF)

The SDF is a forum made up of Welsh Government representatives, Welsh local authority representatives, software suppliers and other stakeholders.

The primary purposes of the SDF is:

- to provide a consultative forum to discuss the operational impact of proposed future changes to statutory data collections and data transfers;
- to provide a consultative forum to discuss changes to the Common Basic Data Set (CBDS) and the impact of these on suppliers' management information systems (MIS);
- to provide a forum to discuss future arrangements for commissioning data collection, including the timetable for requesting changes to existing data items or requests for new data items;
- to provide a forum for discussion to ensure the appropriate system functionality and guidance is available to support schools and local authorities with the successful completion of their statutory data returns and data transfer responsibilities within the agreed timetables;
- to provide a forum for discussion to facilitate understanding of the Welsh Government's new policy initiatives, that could benefit from appropriate system functionality and the use of data within schools and local authorities; and
- to maximise opportunities for partnerships, networking and information sharing about educational data requirements.

2. Background

As part of our work the Welsh Government uses Microsoft Teams as a means of communication. By default, audio and video recording of these communications are neither made nor retained by the Welsh Government. However, there may be occasions where such recordings would be appropriate. Where that is the case, you will be informed prior to the meeting of:

- its purpose;
- your role in the meeting;
- how long the audio visual log of the meeting will be stored and why; and
- if the audio visual log of the meeting is to be published.

Everyone in the meeting is made aware that a recording has started as a purple banner will pop up at the top of the screen for all attendees. It is not possible to record a meeting or call without the meeting's participants being aware.

If you do not wish to take part in the audio visual meeting then please let the meeting organiser know.

3. Your personal data

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. Your name and/or email address as they appear in the meeting on screen will be recorded. Recording a meeting means that this will also include your picture (if you have one) or video image on screen (if you have your device's camera turned on) and whatever you have in the background.

4. What personal data do we collect?

Your name, organisation and email address.

5. Who is collecting and using your personal data?

The Welsh Government will act as a "Data Controller" for any personal data that you provide to us. We will ensure that the data given to us is processed in line with the Data Protection Act 2018 and the UK General Data Protection Regulations (GDPR).

6. What do we do with your information?

In our remit as the Data Controller, the Welsh Government uses the information received from you for the sole purpose of assisting officials in producing formal minutes of the meeting.

7. Who do we share your information with?

The recording will not be shared outside of the Welsh Government. Your information will only be used within the minutes of each meeting which will be shared with the SDF membership. The information is intended to be used to assist in accurate minute taking of the meeting only and therefore will only be seen by the meeting secretariat, by Welsh Government officials and the SDF memberships in the circulated minutes for each meeting. The recording will never be published.

8. How long will we keep your information?

The meeting recording will be deleted from the Welsh Government's network once formal minutes have been produced, scheduled to be within one month of the meeting taking place, and agreed with the SDF membership. They will not be kept for a period longer than 3 months.

9. Your rights in relation to your information

Under the GDPR, you have the right to:

- access the personal data that we are processing about you;

- require us to rectify inaccuracies in the personal data that we are processing about you;
- the right (in certain circumstances) to object to processing your personal data; and
- lodge a complaint with the Information Commissioner's Office (ICO), who is the independent regulator for data protection in the UK.

10. Contact details

For further information about the information which the Welsh Governments holds and its use, or if you wish to exercise your rights under the GDPR, please see contact details below:

School Information and Improvement Branch

Welsh Government
Crown Buildings
Cathays Park
Cardiff
CF10 3NQ
Telephone: 0300 061 5014
Email: IMS@gov.wales

Data Protection Officer

Welsh Government
Crown Buildings
Cathays Park
Cardiff
CF10 3NQ
Email: Data.ProtectionOfficer@gov.wales

The contact details for the Information Commissioner's Office are:

Information Commissioner

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