Privacy notice for Hong Kong Welcome Programme Events

Migration Yorkshire will treat your personal information as confidential.

Eventbrite and your data

We're using Eventbrite to help us to take bookings for the training. To apply for a ticket, you'll first need to be registered with Eventbrite. Eventbrite may send you emails related to their business. As an Eventbrite customer, you can manage your email preferences at any time. To find out how to change your Eventbrite settings, read Eventbrite's support and help pages
See also Eventbrite's privacy notice

Microsoft Teams and your data

We use Microsoft Teams software to host events online. We may record our event; we will clearly state if we will be recording the event and will provide further information with how we record

our events. During the sessions, be aware that: your name and image may show on the MS Teams screen, for example when you join the meeting, or if you ask a question. There are options within MS Teams that you can use to stop the video function to prevent your image appearing, and to mute your voice recorder. See MS Teams privacy notice to find out how MS Teams handles your data.

The types of data we'll collect

We will collect:

- Your name
- Your e-mail
- The name of your Local Authority (for the host training only)
- The name of your workplace (for the workplace training only)

Our purposes for collecting your data

Our purposes for collecting your personal data are contractual:

- To help us administer the training; by emailing you confirmation, link and reminder of the event; We may send a further individual email if you ask the host for specific information.
- To share with you reading materials in relation to the event

The legal basis we are relying on for processing your personal data is contract, under Article 6b of the UK GDPR legislation.

How long we'll keep your data

We keep your name and email address for up to 3 months after the event. After this, your data will be securely destroyed, unless you ask us to keep your details, for example to include them on a waiting list for future events.

Contact us if you want your data deleted sooner.

We will continue to hold anonymised information about which Local Authority area you are from or your workplace until the end of the Hong Kong project, in order to provide reports.

How to contact us

You can get in touch with us:

- by emailing us at HK@migrationyorkshire.org.uk
- by telephone on 0113 37 88188

More information about your rights

Migration Yorkshire is based in Leeds City Council, and the council is the data controller for this data. For details of your rights under UK data protection legislation, including details of the council's Data Protection Officer, your rights as a data subject, and your right to complain to the Information Commissioner's Office are available, see the Leeds City Council privacy notice

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