Privacy notice – training (for invitations on Eventbrite) and interest list

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

Zoom and your data

We will use Zoom software to host the event online. We won't be recording the sessions. During the sessions, be aware that: your name and image may show on the Zoom screen, for example when you join the meeting, or if you ask a question. There are options within Zoom that you can use to stop the video function to prevent your image appearing, and to mute your voice recorder. See Zoom's privacy notice to find out how Zoom 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 host training only)
- The name of your workplace (for 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 will also send one follow up

email after the event with information/resources and a request for anonymised feedback. We may send a further individual email if you ask the trainer for specific information.

- To share with the trainers the information they need to run the session; we will only share your name with the partner* delivering the training, this will be done prior to the session so they can allow you access to the Zoom room, they will delete this information after the session.
- To gather data about participation by area through Local Authority name or workplace
- To invite you to alternative date for the training if the training date is full, you can email us ukraine.enquiries@migrationyorkshire.org.uk to request to be added to a waiting list for an alternative date; once a date becomes available we will email you to notify you of the event with information on booking (this waiting list will be held in accordance to all data for 3 months)

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 Ukraine project, in order to provide reports.

How to contact us

You can get in touch with us:

- by emailing us at admin@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

*partners who we work with:

Sietar (Janina)

RESET

Trauma Treatment International

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