



Workshop Recording policy.

Overview

This policy has been developed by DY Training, in line with our data handling policies. Which can be found at www.Duncanyellowlees.com

Recording meetings, workshops, events, etc. means that we will be collecting the personal data of the participants and attendees and therefore we need to ensure that we are complying with Data Protection legislation in the process.

Throughout this document, where we refer to “meetings” this also includes workshops and events organized by DY training or organisations we are working for. Most of these systems will also be collecting other data about participants e.g. IP addresses, participant lists, etc. which you, as attendees, need to be advised about.

Copywrite

The recording and all relevant materials such as slides, performance, audio and transcripts are owned by DY Training, in accordance with Copyright, Designs and Patents Act 1988 (CDPA) unless otherwise agreed eg. A licensing or buy out agreement.

Why are we recording the meeting?

We are recording meetings/workshops on the following legal basis: Article 6(1)(f) of the GDPR act- processing is necessary for the purposes of the legitimate interest pursued by the controller.

Who are we recording?

Only those who speak via microphone will be recorded. This is mainly the trainer from DY training. Participants will be made aware of this at the beginning of the workshop.

Informing participants

All participants will be informed in advance that the meeting will be recorded, which is required by data protection legislation.

The following information will be provided:

- A. Who is making the recording, that it is being recorded by DY training on behalf of the University
- B. Purposes for recording (processing) and the legal basis
- C. Who the data will be shared with.
- D. If data is being shared/processed in another country.
- E. How long the recording will be kept for.

At the following points of contact:

- 1. At meeting sign-up
- 2. At the start of the meeting

In practice this document should be shared at meeting sign up and the conditions will be repeated verbally at the start of the workshop.

**What if I do not want my personal data to be recorded?**

If you object to your contribution being recorded: We will record the meeting and have regular intervals throughout for discussion where recording is stopped, we advise you to wait to contribute until these intervals.

If you object to your attendance being recorded then it is advised that you do not attend the live session, and you will be provided with a recording following the meeting.

Attendees are not permitted to record the meeting themselves.

Who will access the recorded meeting?

- The meeting organiser will have access to the recording once the meeting has ended and is responsible for the management, security, and sharing of access.
- The recording will be shared with read-only access. The recording file cannot be downloaded or copied by anyone. The recording will be shared via a link to Zooms hosting page.
- The recording will be shared only with attendees of the workshop or DY Training staff.

How long will the recording be kept?

These recordings have been made for catch up and review purposes to help any workshop participant who missed all or part of the session, or who wish to review the material. As such it will be kept for 7 days, and then deleted, unless explicitly agreed otherwise.

Recordings may be kept internally within DY Training for training purposes for up to 3 years.