



**Good Practice Forum for the development of provision  
for children with complex needs - Meetings Privacy Notice**

**Background**

The Improving Outcomes for Children team in Welsh Government is facilitating bi-monthly meetings (virtual via TEAMS) for the Good Practice Forum for the development of provision for children with complex needs, as stated in its terms of reference which are shared with forum members.

The Welsh Government receives personal information (name and e-mail address) of attendees when they register their interest by e-mailing: [ana.laing@gov.wales](mailto:ana.laing@gov.wales).

**What do we do with your information?**

The personal information (contact details) you provide will be held in the interests of including you in forum meeting invites and circulation emails related to the forum.

Your contact details will be used to send you a TEAMS link to the meeting before the meeting. It will not be possible for Welsh Government or other delegates to see any personal information as part of TEAMS, other than the display name you choose to provide for the purposes of accessing TEAMS.

When you register your interest in the forum you also have the opportunity to tell us if there are any reasonable adjustments you require to participate in the forum. If you want to ask for any reasonable adjustments for participating in meetings and the forum, the Welsh Government will use your name and e-mail addresses in order to correspond with you.

Welsh Government plans to record forum meetings purely for the purpose of note taking. This will be explained before recording starts and participants will be asked if there are objections to recording the meeting.

**What is the lawful basis for using your data?**

Welsh Government ('we') will be the data controller for the personal data you provide to participate in the forum and will process it in the exercise of our public task and the official authority vested in us for the administration of the forum.

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### How long will we keep your information?

Welsh Government will keep participants' contact details, and any information that has been sent to them by participants requesting reasonable adjustments while the forum is in existence or sooner, if a participant requests to be removed from the circulation list.

The recording of meetings will not be shared outside of Welsh Government and will be deleted within a month of the event.

### Your rights in relation to your information

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. The contact details for the Information Commissioner's Office are Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. Phone: 0303 123 1113. Website: [www.ico.gov.uk](http://www.ico.gov.uk).

### Further information

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

Improving Outcomes for Children  
Health, Social Care and Early Years  
Welsh Government  
Cathays Park  
Cardiff  
CF10 3NQ  
E-mail: [plantsynderbyngofal@llyw.cymru](mailto:plantsynderbyngofal@llyw.cymru)

For further information on your information rights please contact:  
Data Protection Officer  
Welsh Government  
Cathays Park  
Cardiff  
CF10 3NQ  
E-mail: [DataProtectionOfficer@gov.wales](mailto:DataProtectionOfficer@gov.wales)