



Llywodraeth Cymru
Welsh Government

GUIDANCE, DOCUMENT

Welsh Government, Government Social Research undergraduate student placement webinar: privacy notice

This privacy notice tells you how the Welsh Government hold your data when you email us to sign up to the Government Social Research (GSR) undergraduate student placement webinar.

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Go to <https://www.gov.wales/welsh-government-government-social-research-undergraduate-student-placement-webinar-privacy-notice-html> for the latest version.

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Introduction

The Welsh Government are advertising for their Government Social Research (GSR) undergraduate placement roles for the academic year 2024/25.

The Welsh Government's Social Research and Information Division are hosting an information session for undergraduate students who are interested in applying for the Government Social Research (GSR) undergraduate placement opportunities in the Welsh Government. The Welsh Government will be holding a Webinar which can be booked by emailing socialresearch.recruitment@gov.wales

The purpose of this webinar is to explain how to apply for these roles and provide more information about the roles themselves.

As part of this the Welsh Government receives personal information (name and email address) of delegates to the Welsh Government GSR Undergraduate Student Placement Webinar when a webinar place is booked by emailing socialresearch.recruitment@gov.wales. The Welsh Government also have access to your name and email address and any other information you choose to provide if you email us to request reasonable adjustments for the webinar.

What do we do with your information?

Personal data is defined under the UK General Data Protection Regulation (UK GDPR) as 'any information relating to an identifiable person who can be directly or indirectly identified by reference to an identifier'.

Once you have booked on to the webinar by emailing: socialresearch.recruitment@gov.wales you will receive an email response

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with a link to a Teams meeting for the information webinar. Therefore as a delegate, your contact information (name and email address) will be accessed by Welsh Government in order to send you a Teams link to the webinar session and as such the Welsh Government becomes a data controller for it as the organiser of the event.

Delegates are also asked to e-mail the social research recruitment mailbox at the Welsh Government (socialresearch.recruitment@gov.wales) if there are any reasonable adjustments they may require to participate in the Webinar. This could include British Sign Language, use of transcription or open caption during the event, or presentation slides sent before the webinar. If you want to ask for any reasonable adjustments for the webinar then Welsh Government will use your name and e-mail addresses in order to correspond with you.

A Teams link to the event will be sent to you a few days before the event. It will not be possible for 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.

What is the lawful basis for using your data?

The lawful basis for processing information in this data collection exercise is consent and for any special category data provided as part of requests for reasonable adjustment the lawful basis is explicit consent.

How secure is your personal data?

Personal data provided to Welsh Government is held on secure servers, access to the Social Research Recruitment mailbox is limited to social research

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colleagues involved in recruitment.

The Welsh Government has procedures to deal with any suspected data security breaches. If a suspected breach occurs then the Welsh Government will notify you and any applicable regulator where we are legally required to do so.

How long do we keep your personal data?

Welsh Government will keep delegates' contact details, and any information that has been sent to them by delegates requesting reasonable adjustments for the webinar, until the event and will delete this information within a week after the event date.

We will only keep your contact details for longer if you ask us to contact you about future recruitment exercises.

Your rights in relation to your information

You have the right to:

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

Contact details for the Information

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Commissioner's Office

Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Phone: 0303 123 1113

Website: 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:

Social Research and Information Division (organising the event on behalf of statistics and social research)

Digital, Data and Technology Directorate
Welsh Government
Cathays Park
Cardiff
CF10 3NQ

Email: socialresearch.recruitment@gov.wales

The Welsh Government's Data Protection Officer can be contacted at:

Data Protection Officer
Welsh Government
Cathays Park
Cardiff
CF10 3NQ

Email: DataProtectionOfficer@gov.wales

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For more information refer to our [accessibility statement](#).

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