

# **PRIVACY NOTICE**

## *FOR ELECTED MEMBERS OF THE WELSH YOUTH PARLIAMENT*

### Who are we?

The Senedd Commission is the data controller of the information you provide and will ensure it is protected and used in line with data protection legislation.

### Our Contact Details

Any queries regarding our use of your information should be sent to our Data Protection Officer at:

Ty Hywel,  
Pierhead Street,  
Cardiff Bay,  
CF99 1SN

0300 200 6565

[data.protection@senedd.wales](mailto:data.protection@senedd.wales)



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# 1. HOW DO WE INFORM YOU ABOUT HOW WE USE YOUR INFORMATION?

This notice sets out how personal information is collected and used by the Senedd Commission (**Commission**) in relation to the Welsh Youth Parliament (**WYP**), and in particular its Members (**WYPMs**).

In this notice, **we** or **us** refers to the Commission. The Commission is responsible for your personal information. **You** or **your** refers to WYPMs and / or those who support them, such as a WYPM's youth worker.

There is a separate [WYP Privacy Notice](#) which provides details about how the Commission and WYPMs will process the personal information of individuals who come into contact with the WYP, either through the Commission or through individual WYPMs. That privacy notice reflects WYPMs' roles as joint controllers alongside the Commission.

This notice has a different focus. As a WYPM, there are some ways in which we will use your information that is unique to your role as part of the WYP. This privacy notice specifically outlines the ways in which your information will be processed in order that we can organise, support and administer the WYP. That processing will not apply to the public who engage with the WYP.

The WYP Privacy Notice provides details that will be relevant to WYPMs too, depending on how WYPMs engage with the Commission. So, to find out how we will process your personal information in the following circumstances, please refer to the WYP Privacy Notice:

- Participating in WYP elections;
- Subscribing to our newsletters;
- Completing our surveys;
- Engaging with us on social media;
- Use of our website;
- Use of online forums;

- Taking part in WYP events and focus groups.

There may also be times where we are required to create a bespoke privacy notice, or provide additional privacy information that supplements this privacy notice. Where that is the case, we will make it clear to you which information applies in those circumstances prior to processing your personal information for that purpose.

## **2. WHY ARE WE COLLECTING YOUR INFORMATION?**

We collect this information in order to:

- Support the Commission's efforts in demonstrating the work that we do to promote the work of the WYP and/or the Senedd and to engage with the people of Wales;
- Ensure that WYP activities are carried out in a way which is as accessible as possible to WYPMs and those who wish to get involved in the WYP's work;
- Safeguard WYPMs and those who wish to take part in the WYP's work;
- Provide the general administration needed for the WYP to operate efficiently.

## **3. WHAT INFORMATION ARE WE COLLECTING ABOUT YOU?**

Please read this notice carefully to understand how we will use your personal information as a WYPM. If you have any questions or queries in relation to this notice, please contact the Commission's Data Protection Officer.

Please note that this notice only applies to the collection and use of personal information by the Commission. Our website contains links to the websites of our partner organisations, who may use your personal information for their own purposes. Please see the privacy policy of the relevant organisation to understand how they will use your information.

### **A. PARTICIPATION IN WYP ACTIVITIES AND GENERAL ADMINISTRATION**

As part of our work, we may collect personal information about you in a variety of different scenarios. The information we may collect and use includes:

- Your name, address and contact details;
- The contact details of any relevant persons in any partner organisation;
- Your emergency contact details;
- Your gender assigned at birth, gender identity and date of birth;
- Your medical and health information;
- Information about health and safety concerns, well-being, needs or wishes;
- Any other personal information you share with us about your lifestyle or social circumstances;
- Any further information you provide to help us facilitate any particular measures or assistance you may require;
- Permission for you to take part in WYP activities;
- Your attendance at WYP activities that we organise;

- Records of any training we have provided to you;
- Records of any spot checks we have undertaken, such as those to ensure that the data protection policy is being followed;
- Records of any accident you are involved in;
- Your electronic communications with us, for example via e-mail and Microsoft Teams;
- Information about your use of our communications systems;
- Your bank details, in the event of expenses claims being made;
- Records of and information related to any complaint we receive about you or any complaint made by you and any action taken. Information relating to any grievance or disciplinary process will be retained for the duration of this WYP term, which is currently due to end in March 2024;
- Any relevant information relating to current or pending criminal convictions, cautions, or if you have been made subject to a similar order for a relevant offence.

This information will be retained on the Senedd's secure ICT servers. We will retain your contact details until you ask us not to. You can do this by e-mailing [hello@youthparliament.wales](mailto:hello@youthparliament.wales). Please also inform us if your contact details change.

We may request your permission to retain your name and contact details beyond this retention period so that we can contact you beyond your term as a WYPM. For example, we may wish to contact you to request your participation in activities associated with the WYP or the Senedd that would benefit from the attendance of former WYPMs. We will only retain this information beyond the original retention period if you provide your consent for us to do so.

## **B. CCTV**

We operate CCTV across the Senedd Estate in order to: facilitate the safety and security of all building users including employees, contractors, visitors and members of the public; to protect and secure Senedd buildings: to prevent, detect and identify criminal activity or malpractice; for the apprehension and prosecution of offenders; and for investigations. CCTV is in operation within the Senedd's sites, car parks and public areas (which include areas outside of the Senedd Estate). Images are routinely retained for a maximum of 31 days. Access to our SMS

(security management system), including our CCTV, is robustly controlled with only appropriately trained, vetted and authorised staff granted access. Use of the CCTV system is governed by CCTV policy and user guidance.

## **C. PRIVATE ONLINE MEETINGS USING MICROSOFT TEAMS AND ZOOM**

We may use third party software tools such as Microsoft Teams or Zoom to facilitate discussions with you and other WYPMs. We may be required to use your personal details in order to set up discussions using these tools.

At times we will use these software tools to hold private discussions with you, which will not appear in the public domain. In those instances online meetings will be administered by Commission staff. Only those invited by Commission staff will be able to contribute on these platforms. Those invited may include:

- WYPMs;
- Selected Commission staff supporting the WYP;
- Any relevant representatives from WYP Partner Organisations, or support workers to assist WYPMs in engaging via the platform;
- Members of the Senedd.

These responses will remain private throughout and we will monitor WYPMs use of the platform. We may record private meetings for the purpose of note taking and will make you aware if a recording is being made. These recordings may contain your personal information. If a recording is made, it will be stored on the Senedd's secure internal ICT network, we will not share it publicly, and the recording will be deleted 12 months after the session took place.

## **D. PUBLIC ONLINE MEETINGS USING MICROSOFT TEAMS AND ZOOM**

At other times we may use third party software tools such as Microsoft Teams or Zoom to hold meetings involving you and others that get streamed live, and get recorded. In those instances, the event may be broadcast on our channels such as YouTube, Senedd.TV, or other social media channels, which is where 'attendees' will watch the meeting, or the recording placed on those channels. You may be required to share personal details in order for Senedd officials to set up the



meeting, and you may be required to set-up and/or use your own personal accounts on a third-party platform, such as Zoom. The content of online meetings which get streamed live or recorded for public consumption and will be retained indefinitely. Any content that we publish into the public domain will remain there indefinitely and may be used by third parties for their own purposes. The Senedd regularly reviews the digital content captured, and will not retain pictures and videos which are unlikely to be of any operational value going forward.

Zoom may store personal data in the United States, as well as other countries outside the EEA, Switzerland or the UK. Where this is the case, Zoom ensure that these transfers are governed by standard contractual clauses. To find out more about how Zoom will use your information, you can read their privacy statement [here](#).

Microsoft's privacy statement is provided further down this notice.

## **E. PHOTOS, FILMING, AND DIGITAL CONTENT**

We will capture pictures and videos during WYP events, WYP meetings and other activity arranged by the Commission involving WYPMs, which forms part of our efforts in demonstrating the work that we do. Images and video footage may be used to promote the work of the WYP and/or the Senedd and to engage with the people of Wales.

The Commission may publish images and video content on the WYP website, the Senedd website, on social media channels, in print materials, and may be shared with Members of the Senedd, Commission staff, and third parties such as media outlets.

Some images and videos captured (particularly those of historic and ongoing business value) may be retained indefinitely and content that we publish into the public domain will remain there. The Commission regularly reviews the digital content captured, and will not retain pictures and videos which are unlikely to be of any operational value going forward.

Every meeting of all 60 WYPMs that takes place in the Senedd Chamber will be filmed as a formal record of these meetings. These recordings will be edited and published online via the WYP website, Senedd.tv and links from WYP and the Commission's social media channels within a month of the meeting. They will be kept indefinitely.

In capturing images and videos of you, we may record you talking about sensitive issues, such as your sexuality, your religious beliefs or your experience of health

conditions, or take pictures of you which may include sensitive information (for example pictures taken of you holding banners or slogans showing your beliefs).

If you do not want to appear in any pictures or videos taken at a particular event or in the formal record of plenary meetings, or you want to ask a question about how your information will be used, please speak to a member of Commission staff before, or during the activity, or e-mail us at [hello@youthparliament.wales](mailto:hello@youthparliament.wales).

## **F. COMPLETING OUR SURVEYS**

When we use online surveys to get your feedback on our services, or your opinions on issues that the Welsh Youth Parliament or the Senedd is scrutinising, we use [Microsoft Forms](#).

Responses will be seen by all Commission staff working on the relevant project. On some occasions, these responses will solely be used internally within the Commission, for example to help improve our services. But sometimes we will use your feedback to create a summary report by outlining the findings of the survey which is shared with staff, and at times with Members of the Senedd. The summary report may get published on our website, promoted across social media channels, and appear in relevant reports. This may include direct quotes from responses, in which case we will ensure this does not reveal the respondents identity. This information will remain public indefinitely.

Survey responses will be removed once any subsequent reporting process has been completed and, in any event, we will not retain any survey responses beyond the end of this WYP term (which is due to come to an end in March 2024).

Details on how Microsoft will use your information is available on their website.

- Details about Microsoft's privacy: <https://privacy.microsoft.com/en-gb/privacystatement>.

Surveys will usually be administered by the Commission but if we need to use a third party to operate a survey on our behalf, additional privacy information will be provided to you that explains how your information will be used for the purposes of that survey.

## **G. COMPLAINTS AND ISSUES WITH CONDUCT**

Only relevant Commission staff and any third party involved in assisting with any complaints or investigations will have access to this information.

Our Conduct Concern and Complaints Policy sets out how the Commission deals with conduct concerns relating to, and complaints made against, WYPMs. Should you wish to make a complaint regarding a WYPM, you can contact the Senedd Commission by email at [hello@youthparliament.wales](mailto:hello@youthparliament.wales), or over the phone at 0300 200 6565.

In order to progress the conduct concern or complaint, we will need to process some of your personal information. This will include your name, contact details, and any materials you provide that relates to the complaint itself. We will also process any written or electronic notes from meetings, and any other correspondence relating to the complaint and any communication detailing the outcome of any investigation (known as an “outcome report”). These have the potential to contain your personal data and will be retained dependent on the outcome of a relevant investigation, as detailed below.

If the conduct concern or complaint is dismissed, the outcome report (which, along with detailing the outcome of any investigation, will outline the details of the process undertaken and summarise key information) will be retained until the end of the following WYP election. All other material collected for the purpose of considering the conduct concern or complaint will be deleted after the investigation has been concluded and the outcome report issued.

Where the investigation determines that developmental actions and/or formal sanctions are required (such as a written warning or suspension), the outcome report will be retained until the end of the following WYP election (unless the WYPM complained of is re-elected, see below). All other material collected for the purpose of considering the conduct concern or complaint will be deleted at the end of the WYP Term during which the conduct concern or complaint was received.

Where a WYPM that has been subject to a conduct concern or complaint which results in developmental action and/or formal sanctions, and that individual is re-elected as a WYPM following the subsequent WYP Election, the outcome report from the current WYP term will be kept until the end of the next WYP Term. As above, all other material collected for the purpose of considering the conduct concern or complaint will be deleted at the end of the WYP Term during which the conduct concern or complaint was received.

Where the investigation determines that the WYPM should be dismissed, the outcome report will be retained until the WYPM is of an age which means they are no longer eligible to stand at another WYP Election. All other material collected for the purpose of considering the conduct concern or complaint will be processed as follows:

- If the WYPM does not exercise their right of appeal, other material will be deleted following the expiry of the 14 day period within which the WYPM is able to exercise this right;
- If the WYPM does exercise their right of appeal and the dismissal is upheld, other material will be deleted following the conclusion of the appeals process;
- If the WYPM does exercise their right of appeal and the dismissal is overturned, whether by dismissing the conduct concern or complaint in its entirety or by substituting a lesser sanction, the retention or deletion of other material will be dependent on the outcome of the appeal. Please see above for the appropriate retention period.

Access to information relating to a conduct concern or complaint, including personal data, within the Commission will be restricted to those Commission staff necessary to progress the complaint. Depending on the nature of the conduct concern or complaint, this may involve the Commission's Human Resources Operations team or the Health, Safety and Safeguarding Manager.

Ordinarily, complaints will be treated confidentially unless it becomes necessary for us to share personal data with a third party (see below). Outcomes will not be put into the public domain by the Commission. Outcomes will be used internally within the Commission to consider any action that may be required following our investigation.

There may be occasions where it becomes necessary to share relevant information, including personal data, with third parties. This may include the police or child protection agencies, for example, particularly where we need to involve those third parties in order to assist us with any investigation carried out by us, or we are required to share information with them so that they can carry out their own investigation, for example in the case of a criminal investigation. We may sometimes be required by law to share certain information.

There may also be welfare, safeguarding or procedural reasons that mean we need to share personal data with a third party, for example where there is a danger to safety or a need to keep relevant parties informed during the process. Relevant parties may include partner organisations whom support a specific WYPM(s), as well as the relevant parent(s) / guardian(s) where a WYPM is under the age of 18 and any third party advocate support the WYPM through the process. We will only share personal information that is necessary and where we have a lawful basis for doing so.

## **H. REQUESTS FROM THIRD PARTIES**

From time to time we get requests from third parties such as media organisations, interest groups, charities and so forth to contact WYPMs. We will not share your details with any third parties unless you have given your permission for us to do so. In those instances, we will contact you, provide you with information about the nature of the third parties request, and ask if you are happy for us to share your contact details with them.

## **I. EQUALITY MONITORING FORM**

A key part of the WYPs work is providing a voice to young people from a wide range of backgrounds and communities. To understand which groups of young people are represented in each WYP term, we collect equality and diversity information from WYPMs through an equality monitoring form, which asks you to provide information about things like your background, ethnicity, religion, Welsh language skills, and if you have any disabilities.

Some of the information we request is connected to protected characteristics under the Equality Act 2010, as well as other factors which research demonstrates can have an impact upon young people's future.

WYPMs will be asked to complete the form, which will be shared as an online survey on Microsoft Forms. The survey is **voluntary** for WYPMs to complete and does not have an impact on your status as a WYPM. You are also able to partly complete the survey should you not want to answer certain questions, although WYPMs are required to answer the question on age.

If you choose to complete the form, WYPMs are required to indicate whether they are aged 12 or under, or 13 or above. This is because some questions are filtered if a respondent indicates they are aged 12 or under, particularly around gender and sexual orientation. That personal data will not be collected from WYPMs aged 12 or under.

The survey responses will be seen and analysed by a small number of Commission staff supporting the WYP. Using data security methods, only those members of staff will have access to the raw data. We do not ask for some identifying information, such as your name. However, the nature of equality and diversity information means that it may be possible to identify you through a combination of the responses you provide.

Once the survey has been analysed, a short summary report will be produced which will summarise the findings of the survey and will be shared with other Commission staff. It is not intended that the summary report will contain personal

data. The summary report, or extracts from it, may be shared on the Senedd's website, on social media, and with external organisations in the youth sector, but only if the information in the summary report does not risk revealing a WYPMs identity. No personal data will be shared with third parties or put in the public domain.

Survey responses will be deleted 6 months from the date in which the survey closes. In the case where the summary report doesn't risk revealing a WYPMs identity, and is published on the website, it will remain in the public domain indefinitely.

The Commission will use the equality and diversity information it collects to:

- Understand the diversity and representation of different groups of young people in the WYP.
- Identify trends across different WYP terms.
- Influence future Commission engagement strategies by identifying which groups of young people require greater engagement to encourage more balanced representation in future WYP terms.

## **4. WILL THE INFORMATION BE SHARED WITH ANY THIRD PARTIES, OR PUBLICISED?**

We take the security of personal information very seriously and have put in place measures to ensure that your information is kept secure.

As set out in this notice, we may share your information with others, including:

- Other WYPMs;
- Members of the Senedd;
- External partner organisations (such as Urdd, Youth Cymru, Barnardo's – full list of partner organisations available here <https://www.youthparliament.wales/partner>);
- External organisations or agencies where that is necessary to in order to support you;
- Our own professional advisers, auditors and insurers.
- We may also need to share your personal information with other people for legal reasons, such as courts and law enforcement agencies.

As outlined above, we may publicise some of your personal information on the WYP website, the Senedd website, on social media channels and in print materials. This could include personal information contained in recordings or live broadcasts of public meetings, and the publication of other images and footage.

The Commission is subject to access to information legislation. If we receive a request under this legislation, we may need to disclose some or all of your personal information. This may include information which has previously been removed by the Commission for publication purposes. We will only do this if we are required to do so by law.

Personal data collected from WYPMs as part of equality and diversity monitoring is not shared with third parties or put into the public domain.

## **5. WHERE WILL THIS INFORMATION BE STORED?**

The information will be stored securely on our ICT systems which includes third party cloud services provided by Microsoft. Any transfer of data by Microsoft outside of the EEA is covered by contractual clauses under which Microsoft ensure that personal data is treated in line with domestic legislation. To find out more about how Microsoft will use your information, you can read their privacy statement [here](#).

Our service providers may store your personal information outside of the UK or outside of the European Economic Area (which means countries in the European Union as well as Iceland, Norway and Liechtenstein). For each provider that we appoint, we have put in place measures to ensure that your personal information is treated securely if it is transferred outside of the European Economic Area. We will assess any third party applications that we use to ensure that they meet these requirements.

In order to engage with members of the public, we will also make use of social media platforms and other communications services, some of which are based outside of the European Economic Area. If you share personal information with us, we may use these services to store or use your personal information.



## **6. OUR LEGAL BASIS FOR USING YOUR INFORMATION**

Data protection law sets out various legal bases which allow us to collect, hold and use your personal information. We rely on the following legal bases when processing your personal data:

- Where we use your personal information to carry out our public functions. This is part of the Commission's function to support and promote democratic engagement in Wales. We will need to collect and use personal information in order to carry out this function. An example of this is when we collect and use your personal information to ensure that we can carry out the administration necessary to facilitate your role as a WYPM;
- We will sometimes collect and use your personal information based on your consent. We will always tell you where this is the case and ask you to agree before we collect your information. An example of this is where we rely on your consent to pass on your contact detail to third party media organisations;
- Where we are under a legal obligation which requires us to process your personal information. An example of this is where we need to collect information about you when you attend an event, in order to ensure your safety;
- Where we consider there is a compelling legitimate interest (which sits outside of our usual functions) which requires us to process your personal information. An example of this is where we collect information from you and share it with others in order to promote your well-being or safety;
- Where we consider the processing is in your vital interests, for example, in the case of a medical emergency.
- Where we use your personal information to carry out our public functions. This is part of the Commission's function to support and promote democratic engagement in Wales. We will need to collect and use personal information in order to carry out this function. An example

of this is when we collect and use your personal information to ensure that we can carry out the administration necessary to facilitate your role as a WYPM. The Commission is also required to make appropriate arrangements with a view to securing that its functions are exercised with due regard to the principle that there should be equality of opportunity for all people. As such, the Commission collects some equality and diversity information to influence its WYP engagement strategies and ensure it is able to engage effectively with young people in Wales of all characteristics to provide that equality of opportunity.

Data protection law recognises certain "special categories" of personal information. These are defined as information revealing an individual's racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic information, biometric information for uniquely identifying a person, information concerning health, and information concerning an individual's sex life or sexual orientation.

These special categories are considered particularly sensitive. We will only collect and use these categories of information where we consider it is necessary and in the substantial public interest to do so; where you have given us your explicit consent to do so; where you have made that information public; or where processing is necessary in order to protect your vital interests and you are incapable of giving consent. An example of using this kind of information is where we have collected information about any disability you may have, in order for us to help you access WYP events or activities.

We may, in some instances, also need to process personal information relating to criminal convictions and offences. Where that is the case, we will process that information on the basis that it is necessary for reasons of substantial public interest, read in conjunction with paragraph 6 of Schedule 1 to the Data Protection Act 2018.

## 7. YOUR RIGHTS

You have a number of rights in relation to the personal information that we hold about you. The rights which apply depend on the legal bases we are relying on to use your personal data. Those rights will not apply in all instances, and we will confirm whether or not that is the case when you make a request. In summary the rights are:

- The right to be informed about how your personal information is used;
- The right of access to copies of your personal information;
- The right to rectification if your information is inaccurate;
- The right to erasure of your personal information (in some circumstances);
- The right to restrict our use of your personal information;
- The right to data portability;
- The right to object to the use of your personal information.

Further details about these rights are available on the Information Commissioner's Office (ICO) website: <https://ico.org.uk/>.

If you would like to make a request to us to exercise any of these rights, please email [data.protection@senedd.wales](mailto:data.protection@senedd.wales). You can complain to our Data Protection Officer if you are unhappy with how we have used your data. Contact details can be found at the top of this notice.

If, following a complaint, you remain dissatisfied with our response, you can also complain to the Information Commissioner's Office (ICO). Details of how to complain to the ICO can be found at <https://ico.org.uk/concerns/>. The ICO's address is:

Information Commissioner's Office,  
Wycliffe House,  
Water Lane,  
Wilmslow,  
Cheshire,  
SK9 5AF

Helpline number: 0303 123 1113

