

## Privacy Notice: Advisory Panel Members

This privacy notice explains the way in which the Children's Commissioner for Wales will handle your personal information, in line with the General Data Protection Regulations and the Data Protection Act 2018.

### Collecting your personal information

Here's the personal information we collect from you and will subsequently use ('process'):

- Full name
- Postal address
- Email address
- Contact telephone numbers
- Education
- Qualifications
- Employment history
- Professional membership
- C.V
- Equality information
- Relevant criminal records declarations

### How we use ('process') your information

We will use your information in order to fulfil our contractual obligations, including:

- To consider your expression of interest in becoming a member of the Commissioner's advisory panel
- To seek advice, support and guidance from you as a member of the Commissioner's advisory panel
- To reimburse you for any costs associated with being a member of the Commissioner's advisory panel
- To ensure we comply with other relevant legislation, including our duties under the Equality Act 2010

### Sharing and receiving your information

Any advice or opinion you express may be shared at various stages with the Commissioner's staff team in minutes of the advisory panel meetings.

We will also name you as a member of the Commissioner's advisory panel on the Commissioner's website. We may also name you as a member of the Panel in the Commissioner's annual report and accounts.

If you have any concerns about identification, please raise your concerns with the Commissioner's Head of Communications and Performance, who is also the organisation's Data Protection officer.

### Retaining your information

We will keep your personal information, all minutes and related documents from the Advisory Panel and any details of payment in line with our Document Retention Policy — a copy of which is available on request from the Commissioner's Head of Communications and Performance.

### Your rights

Subject to exemptions, and the basis for processing your information, the following rights may be available to you:

- The right to access your personal data;
- The right to rectification of incorrect personal data;
- The right to erasure of personal data;
- The right to restrict processing undertaken;
- The right to object to the processing of personal data; and
- The right not to be subjected to automated decision making.

If you wish to exercise any rights, or know more about the rights available to you, please contact the Commissioner's Data Protection Officer (contact details noted below).

### **Who to contact if you have queries or concerns**

The Children's Commissioner for Wales is the data controller for the purposes of the General Data Protection Regulations and the Data Protection Act 2018.

If you have any queries or concerns regarding the processing of personal data by the Children's Commissioner for Wales, or if you wish to exercise any applicable rights, please contact the Head of Communications and Performance, Sara Jermin:

Postal address: Children's Commissioner for Wales, Oystermouth House, Charter Court, Phoenix Way, Llansamlet, Swansea SA7 9FS

Email: [post@childcomwales.org.uk](mailto:post@childcomwales.org.uk)

If you remain dissatisfied you can complain to the Information Commissioner's Office:

Postal address: Wycliffe House, Water Lane, Wilmslow, SK9 5AF

Web address: [www.ico.org.uk](http://www.ico.org.uk)

Telephone: 0300 123 1113