Libre Digital

Online Learning

Participants Data Privacy Notice

What information is being collected?

The information we are collecting and processing includes:

- First name

- Surname

- Signature (typed out name) and date of signature

- Address including city/town and post code

- Date of birth and related age range

- Phone number

- Email address

- Gender identity (please note this information is optional and only with your consent will this be associated with your personal information)

- Ethnicity (please note this information is optional but if provided will not be associated with your personal information)

- Why you are wanting to take part in the workshops

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- What you are wanting to achieve by taking part in the workshops
- Whether there are any barriers that might affect your participation in the workshops and details of this if so
- What device you will be using to attend the online workshops
- Agreement to the FreeTech Project Code of Conduct for Participants
- Whether you have taken part in any of the following before: in person IT/technology workshops; online IT/technology workshops; online meetings/chats (e.g. via Zoom) with family and friends; online meetings/chats (e.g. via Zoom) for work; online meetings/chats (e.g. via Zoom) for community/voluntary groups; online forum; none of these
- How your heard about the workshops
- Photo and video permission
- Attendance at workshops - including evaluating how many participants that attended our introductory Zoom workshops also attended our main project online workshops
- Feedback/information on the project via online surveys, potentially including your thoughts re the online workshops and the FreeTech Forum, what you have most enjoyed, least enjoyed, learnt and whether your technology, internet, social media skills and knowledge alongside confidence, social interaction, health and well-being, communication/contact with

others, knowledge of privacy and scams and access to support services have improved and where relevant whether you will be doing anything differently after the project, including being involved in sustaining the community group once we have left, using technology differently, using new skills and knowledge in another group/organisation you are involved with, made new friends, continuing to develop your skills and knowledge and/or accessing any new services and/or community activities. Feedback via these surveys will be anonymous.

- Feedback/information on the introductory Zoom workshops via an online survey, potentially including what you have most enjoyed, least enjoyed, learnt and whether your technology and internet skills and knowledge alongside confidence, social interaction, health and well-being and communication/contact with others have improved and where relevant whether you will be doing anything differently after the workshop, including using technology differently, using new skills and knowledge in another group/organisation you are involved with, continuing to develop your skills and knowledge and/or accessing any new services and/or community activities. Feedback provided by this survey will be anonymous.

- Ongoing feedback, suggestions, comments and/or issues you would like to raise with us as an organisation regarding your online learning.

- We may ask you to be part of an interview that will form a case study example of the impact our services can have upon those engaged – if you agree, we would ask you to complete a data protection consent form.
- We will record details of any phone conversations where support and advice has been provided to evidence outcomes, including: support to attend an online workshop; support to join the FreeTech Forum; and joining a FreeTech Project workshop. This will not be associated with your name or any other personal details.
- Analysis of any polls/questions conducted on the FreeTech Forum. This will not be associated with your name or any other personal details.
- Analysis of the FreeTech Forum/Discourse statistics, including: Date of review; Consolidated Pageviews; Signups; Topics; Posts; DAU/MAU; Daily engaged users; New contributors; Top referred topics; and, Trending search terms. This will not be associated with your name or any other personal details.
- Analysis of FreeTech Forum posts and engagement. This will not be associated with your name or any other personal details without obtaining your consent.
- Analysis of video tutorial statistics, including: date of review; name of video; views; comments (qualitative comments and

quantitative amounts); shares; and, likes. This will not be associated with your name or any other personal details.

- Analysis of how people got in contact with us about the project, including: project name (if relevant); and whether they got in touch via newsletter, phone, email, social media (specifying which one), our website, post or other (specifying details). This will not be associated with your name or any other personal details.

- Reflections from tutors after each workshop to evidence social impact. Whilst this may help us create case study examples, no case study will be associated with the person's name without consent.

- Accident and incident reports are done where relevant too.

- Details of any safeguarding concern (if relevant) by completing our Incident Report Form found in our Safeguarding Adults at Risk policy, including providing GP practice (if known).

Who is collecting it?

The FreeTech Project, which is the trading name of Libre Digital Limited, are collecting and processing this information.

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How is it collected?

We will analyse how you get in contact with us about any of our projects, including recording the project name you are interested in attending (if relevant) and whether you got in touch via replying to our newsletter or by phone, email, social media (specifying which one), our website, post or another way (specifying details). This information will not be associated with your name or any other personal details. This will be recorded via a digital Libre Office Writer document on a FreeTech Project laptop, password protected and stored in FreeTech Project's cloud storage.

To register to attend a project and thus the online workshops and access the FreeTech Forum, you will be asked to complete an online sign-up form created by SurveyMonkey. The sign-up form has been designed to ensure that we can provide the most inclusive, safe and enjoyable learning experience possible through the online workshops and the FreeTech Forum.

The project sign-up form will ask for relevant personal and contact information alongside including questions that will help us understand why you are wanting to attend the workshops and what you are aiming to achieve through participation. The sign-up form provides space for you to provide us details of any barriers that

might affect your participation in the workshops and it will ask you to provide us with details of the device/technology you are planning to use to access and attend the online workshops so we can provide additional support where possible.

As part of the sign-up form, you will be asked to agree to adhere to the FreeTech Project Code of Conduct for Participants – if you do not agree we will not accept you as a participant onto the project. This is because the Code of Conduct for Participants is very important for us as an organisation to ensure that we can provide a safe, inclusive and enjoyable learning environment whilst meeting our organisation's ethos and remit. The sign-up form will also ask you about your previous engagement with IT/technology workshops and online meetings/chats and forums to help us evaluate if participants are accessing new services and activities through our projects. The sign-up form will include an image release which you can complete if you consent to FreeTech Project using still and moving images of you attending the workshops with these potentially shared through our publicity and online via our social media and website etc. or with funders who may also share them via their networks and publicity. Also as part of the sign-up form, we will ask how you heard about the workshops which will help us better promote the workshops and engage more participants. The sign-up form will also sometimes include additional data protection

questions that relate to project specific requirements depending on what funders have asked us to do as part of their terms and conditions of receiving funding.

To join our introductory Zoom workshops there is a separate sign-up form to complete that asks the same questions and collects the same information as the main project sign-up form explained above, except it asks specifically about the introductory Zoom workshop rather than the main project online workshops. This means that if a participant wants to attend a introductory Zoom workshop and the main project online workshops they would need to complete two online sign-up forms.

If there are no places available on our current projects or you are interested in attending a FreeTech Project workshop but we currently have no workshops for your area, we will ask you to complete a FreeTech Project Workshops Waiting List survey, which will provide us with your name and contact details so that we can get in touch with you if online FreeTech Project workshops become available near you, alongside obtain evidence of demand for workshops in different areas to assist with funding applications. There will be data protection questions that you will need to complete to ensure we have your consent to collect and process the details you provide. Given there are a limited number of places

on the online workshops, if you do not attend a workshop for several weeks and we have not been told of the reason why, we may contact you and/or potentially remove you from the course to allow someone on the waiting list to attend instead.

We then categorise data provided via the sign-up surveys to create attendance registers for the relevant projects that contain information regarding those who have registered to attend the project workshops, which the Workshop Facilitators will utilise on a weekly basis to maintain a record of attendance and which will also be used to provide information to the funders. Where relevant, analysis of attendance will include evaluating how many participants that attended our introductory Zoom workshops also attended our main project online workshops. Some funders have their own specific attendance registers they ask us to complete as well. We will also create a waiting list register so we can keep a record of those interested in taking part in FreeTech Project workshops to assist with funding applications and also to easily be able to contact those interested in attending if workshops become available near them. This will be recorded via a digital Libre Office Writer or Libre Office Spreadsheet document on a FreeTech Project laptop, password protected and stored in FreeTech Project's cloud storage.

We will use your email address to send you information about the project and our activities, including: how to join the online workshops, with additional advice and guidance provided where possible, and relevant evaluation e.g. online surveys to complete. We will use Mailchimp to send emails about the project, with your name and email address stored in our Mailchimp account during the project and deleted from our Mailchimp account once the project is complete. You will learn how to join and use the FreeTech Forum through attendance on the main project online workshops.

For the main project online workshops evaluation process, this will partly involve us asking you to complete two online surveys – the first survey we will ask you to complete half way through the project and the second survey we will ask you to complete at the end of the project. The surveys may include asking you about your thoughts re the online workshops and the FreeTech Forum, what you have most enjoyed, least enjoyed, learnt and whether your technology, internet, social media skills and knowledge alongside confidence, social interaction, health and well-being, communication/contact with others, knowledge of privacy and scams and access to support services have improved and where relevant whether you will be doing anything differently after the project, including being involved in sustaining the community group once we have left, using technology differently, using new skills and knowledge in another

group/organisation you are involved with, made new friends, continuing to develop your skills and knowledge and/or accessing any new services and/or community activities. Feedback provided by these surveys will be anonymous.

There is also an online survey that will be open throughout the project to provide an opportunity and space for you to submit ongoing feedback, suggestions, comments and/or raise any issues with us as an organisation regarding your online learning.

Near the end of the project, we may ask you to be part of an interview, which would take place over the phone, email and/or video chat, that will form a case study example of the impact our services can have upon those engaged – if you agree, we would ask you to complete a data protection consent form that would be accessed as an online survey. These case studies may be shared in our own publicity and online and/or with funders who may also share them online and via their own publicity/networks.

As part of the introductory Zoom workshop evaluation we will ask participants to complete a survey after attending that asks about what you have most enjoyed, least enjoyed, learnt and whether your technology and internet skills and knowledge alongside confidence, social interaction, health and well-being and

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communication/contact with others have improved and where relevant whether you will be doing anything differently after the workshop, including using technology differently, using new skills and knowledge in another group/organisation you are involved with, continuing to develop your skills and knowledge and/or accessing any new services and/or community activities. Feedback provided by this survey will be anonymous.

Over a project, we may also record details of any phone conversations with you where support and advice has been provided to you evidence project outcomes, including: support to attend an online workshop; support to join the FreeTech Forum; and joining a FreeTech Project workshop. This will be collected via an online survey completed by a FreeTech Project worker who provided the over the phone support. This will not be associated with your name or any other personal details.

Please note that on all our sign-up surveys and online feedback surveys asterisks mean an answer to that question is required.

Once a survey has been completed – so that includes sign-up surveys, waiting list surveys, and evaluation/feedback surveys - your answers will be stored on FreeTech Project's SurveyMonkey account. All data will be deleted from SurveyMonkey at the end of the project.

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Other processes that may form part of our project evaluation include: analysis of any polls/questions conducted on the FreeTech Forum, with these polls and questions most likely happening after workshops; analysis of the FreeTech Forum admin statistics; analysis of online video tutorial engagement; and, analysis of FreeTech Forum posts and engagement. None of this data will be associated with your name or any other personal details without obtaining your consent. This will be recorded via a digital Libre Office Writer or Libre Office Spreadsheet document on a FreeTech Project laptop, password protected and stored in FreeTech Project's cloud storage.

Workshop Facilitators will provide weekly reflections to the Research and Development Officer on what they have covered during the workshops and include any notable feedback regarding participants' development. This, alongside the survey data, will be used to produce relevant case studies for funders, evidencing the impact the funding has, but this will not be associated with your name or any personal details without your consent.

This evaluation collected will be analysed on a monthly basis, with this process led by the Research and Development Officer. This data will be used to ensure ongoing reflection and adaption of our online learning provision, provided to funders as part of our

monitoring requirements and potentially used to create FAQs where needed. There may also be a review by the Workshop Facilitators and Research and Development Officer of the project half way through and at the end of the project, reflecting on the evaluation and feedback obtained to learn and grow as an organisation alongside assisting with our monitoring requirements with funders.

This data privacy notice is based on our ideal project evaluation and so we may not always follow the same evaluation process, e.g. for shorter projects we may reduce the online survey feedback to one rather than two surveys, but we will only use evaluation methods included and explained in this data privacy notice.

We will summarise the data before deleting from our company laptops and related cloud storage for funding and evaluation purposes, making sure all data is unidentifiable and anonymised, unless requested by the funders and/or to fulfil legal requirements and we have obtained your consent where relevant/possible. As an exception, we will keep copies of image release forms, code of conduct agreements and data protection consent forms by print screening and saving this from SurveyMonkey, but make sure print screens are password protected and stored on FreeTech Project laptops and our related cloud storage – you can withdraw your

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consent at any time by contacting us via the details included below within the "Data Controller" section.

How will it be used?

We collect and process this data for several reasons, including:

Purpose	Personal information used	Lawful basis
For evaluation purposes to pass onto our funders.	- City/town/post code - Age range - Gender identity - Ethnicity - Why you are wanting to take part in the workshops - What you are wanting to achieve by taking part in the workshops - Photo and video permission - Attendance at workshops - including evaluating how many participants that attended our introductory Zoom workshops also attended our main project online workshops	We have a legitimate interest to collect this information to be able to perform and administer our contract with the grant funder of the project/workshops – if we are unable to comply with our contract

	• Feedback/information on the project via online surveys, potentially including your thoughts re the online workshops and the FreeTech Forum, what you have most enjoyed, least enjoyed, learnt and whether your technology, internet, social media skills and knowledge alongside confidence, social interaction, health and well-being, communication/contact with others, knowledge of privacy and scams and access to support services have improved and where relevant whether you will be doing anything differently after the project, including being involved in sustaining the community group once we have left, using technology differently, using new skills and knowledge in another group/organisation	and associated terms and conditions we may be asked to repay the grant and face difficulties being funded again in future. All data shared with the funders will be anonymised unless requested and if it is requested we will make you aware of this and ask for your consent in most cases and if we can't ask for your

		you are involved with, made new friends, continuing to develop your skills and knowledge and/or accessing any new services and/or community activities. Feedback via these surveys will be anonymous.	consent, we will explain why.
		• Feedback/information on the introductory Zoom workshops via an online survey, potentially including what you have most enjoyed, least enjoyed, learnt and whether your technology and internet skills and knowledge alongside confidence, social interaction, health and well-being and communication/contact with others have improved and where relevant whether you will be doing anything differently after the workshop, including using technology differently,	

	using new skills and knowledge in another group/organisation you are involved with, continuing to develop your skills and knowledge and/or accessing any new services and/or community activities. Feedback provided by this survey will be anonymous. • Ongoing feedback, suggestions, comments and/or issues you would like to raise with us as an organisation regarding your online learning. • We will record details of any phone conversations where support and advice has been provided to evidence outcomes, including: support to attend an online workshop; support to join the FreeTech Forum; and joining a FreeTech Project workshop. This will not be associated with your name or any other	

		personal details.	
		• Analysis of any polls/questions conducted on the FreeTech Forum. This will not be associated with your name or any other personal details.	
		• Analysis of the FreeTech Forum/Discourse statistics, including: Date of review; Consolidated Pageviews; Signups; Topics; Posts; DAU/MAU; Daily engaged users; New contributors; Top referred topics; and, Trending search terms. This will not be associated with your name or any other personal details.	
		• Analysis of FreeTech Forum posts and engagement. This will not be associated with your name or any other personal details without obtaining your consent.	
		• Analysis of video tutorial	

| | statistics, including: date of review; name of video; views; comments (qualitative comments and quantitative amounts); shares; and, likes. This will not be associated with your name or any other personal details.

• Analysis of how people got in contact with us about the project, including: project name (if relevant); and whether they got in touch via newsletter, phone, email, social media (specifying which one), our website, post or other (specifying details). This will not be associated with your name or any other personal details.

• Reflections from tutors after each workshop to evidence social impact. Whilst this may help us create case study examples, no case study will be | |
|---|---|---|

	associated with the person's name without consent.	
	• Whether you have taken part in any of the following before: in person IT/technology workshops; online IT/technology workshops; online meetings/chats (e.g. via Zoom) with family and friends; online meetings/chats (e.g. via Zoom) for work; online meetings/chats (e.g. via Zoom) for community/voluntary groups; online forum; none of these	
	• How your heard about the workshops	
To share specific monitoring of impact and performance evaluation with Coalfields	• Your name or an ID number if your consent to share your name has not been obtained will be shared with Coalfields Regeneration Trust and associated with the following data about yourself: age range; gender identity (if provided); and	To provide Coalfields Regeneration Trust your name, associated with the other personal data

Regeneration Trust – additional to that mentioned above - depending on your consent.	attendance at workshops. • Consent to do this, includes collecting the following data about yourself: first name; surname; signature (name typed out); and date of signature.	outlined, we will obtain your explicit consent for the FreeTech Project, which is the trading name of Libre Digital Limited, to collect the data specified, in the way stated and for the reasons stated. If consent is not obtained, we will share this data anonymously, tied to an ID number because we have a

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		legitimate interest to collect this information to be able to perform and administer our contract with the grant funder of the project/workshops – if we are unable to comply with our contract and associated terms and conditions we may be asked to repay the grant and face difficulties being funded again in future.

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For evaluation purposes for the organisation to reflect on and adapt to feedback.	- Address including city/town and post code - Age range - Gender identity - Ethnicity - Why you are wanting to take part in the workshops - What you are wanting to achieve by taking part in the workshops - Whether there are any barriers that might affect your participation in the workshops and details of this if so - What device you will be using to attend the online workshops - Photo and video permission - Attendance at workshops - including evaluating how many participants that attended our introductory Zoom workshops also attended our main project online workshops - Feedback/information on the	We have a legitimate interest to reflect and learn from our project delivery and ensure that we are meeting the needs of our service users by adapting and changing our services accordingly, especially given this is a new form of delivery for us given it is taking place online.

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	project via online surveys, potentially including your thoughts re the online workshops and the FreeTech Forum, what you have most enjoyed, least enjoyed, learnt and whether your technology, internet, social media skills and knowledge alongside confidence, social interaction, health and well-being, communication/contact with others, knowledge of privacy and scams and access to support services have improved and where relevant whether you will be doing anything differently after the project, including being involved in sustaining the community group once we have left, using technology differently, using new skills and knowledge in another group/organisation you are involved with, made	

| | new friends, continuing to develop your skills and knowledge and/or accessing any new services and/or community activities. Feedback via these surveys will be anonymous.

• Feedback/information on the introductory Zoom workshops via an online survey, potentially including what you have most enjoyed, least enjoyed, learnt and whether your technology and internet skills and knowledge alongside confidence, social interaction, health and well-being and communication/contact with others have improved and where relevant whether you will be doing anything differently after the workshop, including using technology differently, using new skills and knowledge | |

	in another group/organisation you are involved with, continuing to develop your skills and knowledge and/or accessing any new services and/or community activities. Feedback provided by this survey will be anonymous. • Ongoing feedback, suggestions, comments and/or issues you would like to raise with us as an organisation regarding your online learning. • We will record details of any phone conversations where support and advice has been provided to evidence outcomes, including: support to attend an online workshop; support to join the FreeTech Forum; and joining a FreeTech Project workshop. This will not be associated with your name or any other personal details.	

| | Analysis of any polls/questions conducted on the FreeTech Forum. This will not be associated with your name or any other personal details. Analysis of the FreeTech Forum/Discourse statistics, including: Date of review; Consolidated Pageviews; Signups; Topics; Posts; DAU/MAU; Daily engaged users; New contributors; Top referred topics; and, Trending search terms. This will not be associated with your name or any other personal details. Analysis of FreeTech Forum posts and engagement. This will not be associated with your name or any other personal details without obtaining your consent. Analysis of video tutorial statistics, including: date of | |

review; name of video; views; comments (qualitative comments and quantitative amounts); shares; and, likes. This will not be associated with your name or any other personal details. • Analysis of how people got in contact with us about the project, including: project name (if relevant); and whether they got in touch via newsletter, phone, email, social media (specifying which one), our website, post or other (specifying details). This will not be associated with your name or any other personal details. • Reflections from tutors after each workshop to evidence social impact. Whilst this may help us create case study examples, no case study will be associated with the person's	

	name without consent. • Whether you have taken part in any of the following before: in person IT/technology workshops; online IT/technology workshops; online meetings/chats (e.g. via Zoom) with family and friends; online meetings/chats (e.g. via Zoom) for work; online meetings/chats (e.g. via Zoom) for community/voluntary groups; online forum; none of these • How your heard about the workshops	
To create a case study example of a learner that may be shared in our publicity and on online via our social	• First name • Surname • Signature (typed out name) and date of signature • City/town • Photo and video permission • Whatever information you provide via an interview – either conducted over the phone,	Through explicit consent from you for the FreeTech Project, which is the trading name of Libre Digital Limited,

media and website etc. and/or with funders who may also share via their publicity documents, website, and social media etc. – to do this we would ask you to complete a data protection consent form.	email and/or video chat.	to collect the data specified, in the way stated and for the reasons stated.
To get permission to take photos and videos that may be shared in our	- First name - Surname - Signature (typed out name) and date of signature - Date of birth	Through completing an Image Release Form where you provide us explicit

publicity and on online via our social media and website etc. and/or with funders who may also share via their publicity documents, website, and social media etc.		consent for the FreeTech Project, which is the trading name of Libre Digital Limited, to collect the data specified, in the way stated and for the reasons stated.
To communicate with participants about the project and our activities alongside sending participants	- First name - Surname - Date of birth and related age range - Phone number (we will only phone if you ask us to ring you or you ring us up first) - Email address (this is needed to ensure the delivery of activities e.g. sending links to attend	We have a legitimate interest as an organisation to communicate with participants on the project or there is a risk project

relevant evaluation e.g. online surveys to complete.	online meetings) • Whether there are any barriers that might affect your participation in the workshops and details of this if so • What device you will be using to attend the online workshops	outcomes would not be met, given the online learning environment, resulting in us being unable to meet our contract with the grant funder of the project/workshops – if we are unable to comply with our contract and associated terms and conditions we may be asked to repay the grant and face difficulties being funded

		again in the future. If there are concerns regarding communication please get in touch and we can discuss this with you.
To meet best practice in terms of safeguarding, especially given the additional challenges of an online learning environment. Where possible, you will be informed of	• First name • Surname • Address including city/town and post code • Date of birth and related age range • Phone number • Email address • Whether there are any barriers that might affect your participation in the workshops and details of this if so • Ongoing feedback, suggestions, comments and/or issues you	We have a legal obligation to ensure that we adhere and comply with our safeguarding policy and safeguarding laws.

this process.	would like to raise with us as an organisation regarding your online learning. • Details of any safeguarding concern (if relevant) by completing our Incident Report Form found in our Safeguarding Adults at Risk policy, including providing GP practice (if known). • Accident and incident reports are done where relevant too.	
To ensure a safe, inclusive and accessible learning space for all that meets everyone's needs.	• First name • Surname • Why you are wanting to take part in the workshops • What you are wanting to achieve by taking part in the workshops • Whether there are any barriers that might affect your participation in the workshops and details of this if so • What device you will be using to	We have a legitimate interest as an organisation to ensure that the project space is safe, inclusive and as accessible as possible and meets the participants'

		attend the online workshops	needs and the
		• Agreement to the FreeTech Project Code of Conduct for Participants	organisation's ethos.
		• Feedback/information on the project via online surveys, potentially including your thoughts re the online workshops and the FreeTech Forum, what you have most enjoyed, least enjoyed, learnt and whether your technology, internet, social media skills and knowledge alongside confidence, social interaction, health and well-being, communication/contact with others, knowledge of privacy and scams and access to support services have improved and where relevant whether you will be doing anything differently after the project, including being involved in sustaining the	

| | | community group once we have left, using technology differently, using new skills and knowledge in another group/organisation you are involved with, made new friends, continuing to develop your skills and knowledge and/or accessing any new services and/or community activities. Feedback via these surveys will be anonymous. | |
| | | • Feedback/information on the introductory Zoom workshops via an online survey, potentially including what you have most enjoyed, least enjoyed, learnt and whether your technology and internet skills and knowledge alongside confidence, social interaction, health and well-being and communication/contact with others have improved and | |

where relevant whether you will be doing anything differently after the workshop, including using technology differently, using new skills and knowledge in another group/organisation you are involved with, continuing to develop your skills and knowledge and/or accessing any new services and/or community activities. Feedback provided by this survey will be anonymous.

- Ongoing feedback, suggestions, comments and/or issues you would like to raise with us as an organisation regarding your online learning.

- We will record details of any phone conversations where support and advice has been provided to evidence outcomes, including: support to attend an online workshop; support to join

the FreeTech Forum; and joining a FreeTech Project workshop. This will not be associated with your name or any other personal details.

- Analysis of any polls/questions conducted on the FreeTech Forum. This will not be associated with your name or any other personal details.

- Analysis of the FreeTech Forum/Discourse statistics, including: Date of review; Consolidated Pageviews; Signups; Topics; Posts; DAU/MAU; Daily engaged users; New contributors; Top referred topics; and, Trending search terms. This will not be associated with your name or any other personal details.

- Analysis of FreeTech Forum posts and engagement. This will not be associated with your

name or any other personal details without obtaining your consent.

- Analysis of video tutorial statistics, including: date of review; name of video; views; comments (qualitative comments and quantitative amounts); shares; and, likes. This will not be associated with your name or any other personal details.

- Analysis of how people got in contact with us about the project, including: project name (if relevant); and whether they got in touch via newsletter, phone, email, social media (specifying which one), our website, post or other (specifying details). This will not be associated with your name or any other personal details.

- Reflections from tutors after

	each workshop to evidence social impact. Whilst this may help us create case study examples, no case study will be associated with the person's name without consent.	
To understand demand for our workshops and whether there is enough demand to obtain funding to respond with additional workshops if we are not already running workshops in	- First name - Surname - Signature (typed out name) and date of signature - Address including city/town and post code - Age range - Phone number - Email address - Why you are wanting to take part in the workshops - Attendance at workshops - including evaluating how many participants that attended our introductory Zoom workshops also attended our main project online workshops - Feedback/information on the	We have a legitimate interest to understand demand for our workshops so that we can grow the organisation and respond accordingly with grant funding applications etc. If you have completed our FreeTech

that area or if we need more workshops in an area we are already working in.	project via online surveys, potentially including your thoughts re the online workshops and the FreeTech Forum, what you have most enjoyed, least enjoyed, learnt and whether your technology, internet, social media skills and knowledge alongside confidence, social interaction, health and well-being, communication/contact with others, knowledge of privacy and scams and access to support services have improved and where relevant whether you will be doing anything differently after the project, including being involved in sustaining the community group once we have left, using technology differently, using new skills and knowledge in another group/organisation you are involved with, made	Project Workshops Waiting List Survey, you will be asked to provide your consent for us to contact you via the contact details you have provided – if you do not provide your consent we will not be able to inform you of workshops that might become available in your area.

| | new friends, continuing to develop your skills and knowledge and/or accessing any new services and/or community activities. Feedback via these surveys will be anonymous. | |
| | • Feedback/information on the introductory Zoom workshops via an online survey, potentially including what you have most enjoyed, least enjoyed, learnt and whether your technology and internet skills and knowledge alongside confidence, social interaction, health and well-being and communication/contact with others have improved and where relevant whether you will be doing anything differently after the workshop, including using technology differently, using new skills and knowledge | |

| | in another group/organisation you are involved with, continuing to develop your skills and knowledge and/or accessing any new services and/or community activities. Feedback provided by this survey will be anonymous.

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- Analysis of any polls/questions conducted on the FreeTech Forum. This will not be associated with your name or any other personal details. - Analysis of the FreeTech Forum/Discourse statistics, including: Date of review; Consolidated Pageviews; Signups; Topics; Posts; DAU/MAU; Daily engaged users; New contributors; Top referred topics; and, Trending search terms. This will not be associated with your name or any other personal details. - Analysis of FreeTech Forum posts and engagement. This will not be associated with your name or any other personal details without obtaining your consent. - Analysis of video tutorial statistics, including: date of	

| | | review; name of video; views; comments (qualitative comments and quantitative amounts); shares; and, likes. This will not be associated with your name or any other personal details.

 • Analysis of how people got in contact with us about the project, including: project name (if relevant); and whether they got in touch via newsletter, phone, email, social media (specifying which one), our website, post or other (specifying details). This will not be associated with your name or any other personal details.

 • Reflections from tutors after each workshop to evidence social impact. Whilst this may help us create case study examples, no case study will be associated with the person's | |

	- name without consent. - Whether you have taken part in any of the following before: in person IT/technology workshops; online IT/technology workshops; online meetings/chats (e.g. via Zoom) with family and friends; online meetings/chats (e.g. via Zoom) for work; online meetings/chats (e.g. via Zoom) for community/voluntary groups; online forum; none of these - How your heard about the workshops	
To understand what marketing methods are best to engage more people in the organisation	Analysis of how people got in contact with us about the project, including: project name (if relevant); and whether they got in touch via newsletter, phone, email, social media (specifying which one), our website, post or other (specifying details). This will not	Through having a legitimate interest to be able to market FreeTech Project workshops effectively to

and on the workshops specifically.	be associated with your name or any other personal details. • Whether you have taken part in any of the following before: in person IT/technology workshops; online IT/technology workshops; online meetings/chats (e.g. via Zoom) with family and friends; online meetings/chats (e.g. via Zoom) for work; online meetings/chats (e.g. via Zoom) for community/voluntary groups; online forum; none of these • How your heard about the workshops	ensure the organisation is as sustainable as possible.

In some cases there will be a legal, contractual or other requirement or obligation for you to provide us with your personal information. If you do not provide us with the requested personal information we may not be able to admit you as a FreeTech Project participant. For other personal information you may not be under an obligation to provide it to us, but if you do not provide it then we may not be able to properly provide the service.

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Where you have given us your consent to use your personal information in a particular manner, you have the right to withdraw this consent at any time, which you may do by contacting us as described in the "Data Controller" section below.

Please note however that the withdrawal of your consent will not affect any use of the data made before you withdrew your consent and we may still be entitled to hold and process the relevant personal information to the extent that we are entitled to do so on bases other than your consent. Withdrawing consent may also have the same effects as not providing the information in the first place.

Who will it be shared with?

The FreeTech Project, which is the trading name of Libre Digital Limited, may share the data with the following groups/people/organisations:

- FreeTech Project's Board of Directors – for evaluation, monitoring and legal compliance e.g. safeguarding
- FreeTech Project's freelance workers – for project delivery, evaluation, monitoring and legal compliance e.g. safeguarding
- FreeTech Project's volunteers – for project delivery

- Funders of FreeTech Project – for fulfilling specific funder contracts and terms and conditions, especially around monitoring
- Relevant agencies such as Adult Social Care if necessary to fulfil legal obligations

Anyone using this data - if it is not unidentifiable and anonymised - will be asked to sign a contract agreeing to follow correct protocols when accessing and using the data. This may not be the case if we need to share this data to fulfil legal obligations.

Retention Period

We will summarise the data before deleting from our company laptops and related cloud storage for funding and evaluation purposes, making sure all data is unidentifiable and anonymised, unless requested by the funders and/or to fulfil legal requirements and we have obtained your consent where relevant/possible. As an exception, we will keep copies of image release forms, code of conduct agreements and data protection consent forms by print screening and saving this from SurveyMonkey, but make sure print screens are password protected and stored on FreeTech Project laptops and our related cloud storage. We will also keep a record of people that have completed our FreeTech Project Workshops

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Waiting List Survey, removing people's details once they have been contacted regarding workshops in their area if available, or if the person requests their details are removed – this will be stored on our company laptops and cloud storage system and will be password protected. You can withdraw your consent at any time by contacting us via the details included below within the "Data Controller" section.

After a project is complete we will remove your email address and name from our Mailchimp account – please see Mailchimp's own privacy policy for more information regarding how they collect and process data.

All survey data is deleted from SurveyMonkey at the end of a project, with data analysed and summarised for purposes outlined in this data privacy notice. Please see SurveyMonkey's own privacy policy for more information regarding how they collect and process data.

Funders often have specific terms and conditions relating to data collection and processing and their data privacy notices and retention policies can be accessed by contacting them or they are also usually available on their websites. We are required to retain data collected and processed as part of Coalfields Regeneration

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Trust funded projects for a minimum of six years after the project has finished and share this data with the Trust if requested. Any beneficiary names shared with Coalfields Regeneration Trust will only be used for monitoring purposes and to follow Value Insight methodology. The names will not be used for any other purpose unless permission from the individual has been received. We are required to retain data collected and processed as part of National Lottery funded projects for seven years afterwards and provide the National Lottery on request with copies of those records.

Case studies may be shared in our publicity and on online via our social media and website etc. and/or with funders who may also share via their publicity documents, website, and social media etc. unless you withdraw your consent.

Some documents, such as those relating to safeguarding, will be kept indefinitely with us having a legal responsibility to pass this to the Sheffield City Council's safeguarding department if the organisation is dissolved, for instance.

Data Subjects Rights

The GDPR provides the following rights for individuals:

1. The right to be informed
2. The right of access
3. The right to rectification
4. The right to erasure
5. The right to restrict processing
6. The right to data portability
7. The right to object
8. Rights in relation to automated decision making and profiling.

For more, see here: https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/

Data Controller

The data controller is the FreeTech Project, which is the trading name of Libre Digital Limited.

Address of data controller: Libre Digital, The Circle, 33 Rockingham Lane, Sheffield, S1 4FW
Email: info@libredigital.org

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Website: www.freetechproject.com

Key contact from the FreeTech Project to talk to regarding data protection matters is Jane Watkinson, Research and Development Officer, jane@libredigital.org

Other key contacts:

Ka Man Shing, Secretary and Director, kaman@libredigital.org

Reuben Clarke, Treasurer and Director, reuben@libredigital.org

Heather Paterson, Chair and Director, heather@libredigital.org

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us using the contact information provided in the "Data Controller" section above.

You can also complain to the ICO if you are unhappy with how we have used your data. The ICO's address is:

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

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Cheshire

SK9 5AF

Helpline number: 0303 123 1113

ICO website: https://www.ico.org.uk

FreeTech Project is registered with the Information Commissioner's Office as an organisation that processes personal data and adheres to all required data protection regulations.

Changes to This Notice

We may update this privacy notice from time to time. When we change this notice in a material way, we will update the version date at the bottom of this page. For significant changes to this notice we will try to give you reasonable notice unless we are prevented from doing so. Where required by law we will seek your consent to changes in the way we use your personal information.

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