PCC privacy notice for on-line sessions and recordings

September 2026

PCC is an independent, not-for-profit social enterprise that supports the development of health and care services; providing specialist advice with a focus on primary care, events, flexible expert support, and personal and team development services.

PCC is registered under and handles personal data in accordance with the United Kingdom General Data Protection Regulation ('UK GDPR'), the Data Protection Act 2018 ('the Act') and any other relevant privacy legislation. We are registered on the Information Commissioner's Office Data Protection Register under number Z3368668.

Further details regarding this can be found on our website – www.pcc-cic.org.uk

Your privacy is important to PCC and this policy sets out how we will collect, use or otherwise process the data we collect from you when you register for PCC on-line events and when those events are recorded.

Purpose and lawful basis for processing

Our purpose for collecting personal data from you is so that we can facilitate the on-line session. To the extent that we have a contract with you or we are in discussions with you to contract for support the principal lawful basis we rely on for processing your personal data is Article 6 (1)(b) – it is necessary for the performance of our contract with you.

What information we need

If you are an attendee or presenter at one of our on-line events we will need your name, email address and telephone number from you. We may collect details of your job role and organisation to allow us to tailor the content of the event appropriately. Where it has been agreed with the commissioner of our services that we will record the on-line session, all presenters will have their image and audio captured in the recording. If you are an attendee you may have the option of sharing your image and audio during the session. If you choose to do so this will also be captured in the recording.

Some events may feature a moderated question and answer session (Q&A). If you choose to interact with the Q&A your comments may be published to others on the session and will also form part of the recording.

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How we will use your information

- To organise, manage and promote our events
- To manage and maintain our relationship with you as a customer of PCC's products and services
- To provide information requested by you and to provide you with further information about our services and products

PCC will use your email address and telephone number to provide you with the event details and alert you to any changes. This will include information about whether any recording will take place.

Your name, job role and organisation may be shared with the event commissioner/ presenter to assist them in finalising the content of the event. If you have an accessibility requirement your name and requirements will be shared with the presenter to ensure that support is in place on the day

Recorded sessions

Your image and name may be visible during the on-line session as it is recorded to ensure we are able to identify participants and where necessary attribute comments or questions accurately. You are able to control what information is displayed on screen by renaming yourself once you have joined the meeting. This information, along with any messages 'to everyone' via the chat function may feature in the recording/play back. If you take part in discussions or Q&A anything you say will be captured on the recording therefore please be mindful of this.

Breakout rooms may also be recorded.

If the session is recorded and is to be shared you will be made aware by email how you can access it once the event has concluded and the recording available.

Recordings in part or full may be used in PCC corporate and promotional material print and online.

Recordings may be made available, in part or full in the following ways after the event:

- hosted on PCC's YouTube channel (videos will be private and unlisted so only those sent the link will be able to view the content)
- hosted on NHS Networks (which is part of PCC)
- stored on Zoom or MS Teams and a link circulated for viewing
- shared as a MP4 file with the commissioner for circulation

All recordings will be shared in line with our policies however please note that we are not responsible for controlling what the commissioner of the event does with the recordings.

How long will we keep your data

We will keep your data collected for the purpose of the event for as long as necessary for our legitimate business interests and legal reasons.

We will keep any recordings for up to one month following the event or, where agreed with the commissioner, recordings may be retained for a period of time which will be determined by the purpose for which the session was recorded.

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Sharing with third parties

PCC does not share your personal information with third parties unless you agree or we are required to do so to comply with our legal or statutory requirements or to perform our contract with you.

From time to time we may invite you to events that we run jointly with other organisations which may be recorded. If you register for such an event then we may share the recording with that organisation.

Do we use any data processors

PCC uses Microsoft Teams to deliver its on-line sessions. Further details regarding the privacy policy for Microsoft Teams can be found here.

PCC may use external live-streamlining technical support for its events. For these events PCC may share your name and email address with Sparq. You can view Sparq's privacy policy here.

Recordings may be hosted on YouTube and NHS Networks. They may also be distributed by the commissioner.

If you choose to pay for an online event place via credit card you will be redirected to make payments and share personal data with Worldpay. You can view their privacy policy here.

Your rights

You have the right to access the personal data that we may hold about you, to have any inaccurate information corrected and also the right to object to the processing of your data. Access requests should be put in writing to:

Helen Northall
PCC
Suite 203, Second Floor
West Village
114 Wellington Street
Leeds LS1 1BA
helen.northall@pcc.nhs.uk

This policy may be reviewed and changed from time to time to ensure that it remains compliant with privacy legislation.

If you have any comments, complaints or questions about our data protection practices please contact Helen Northall at the address stated above.

PCC's registered office is Suite 203, Second Floor, West Village, 114 Wellington Street, Leeds LS1 1BA.

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