

# Advanced Oxford CIC event participant privacy notice – use of deliberAIde platform

This privacy notice tells you what to expect us to do with your personal information.

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## Contact details

### Email

info@advancedoxford.com

## What information we collect, use, and why

We collect or use the following personal information to collaborate with partner organisations to develop and enhance tools and methodologies for documenting, analysing, and reporting on co-creation workshops and group dialogue processes:

- Names and contact details
- Audio recordings
- Records of meetings and decisions

- Records of consent, where appropriate

We also collect or use the following information To collaborate with partner organizations to develop and enhance tools and methodologies for documenting, analyzing, and reporting on co-creation workshops and group dialogue processes:

- (Political) opinions
- Stakeholder details

## Lawful bases and data protection rights

### Our lawful bases for the collection and use of your data

Our lawful bases for collecting or using personal information is to collaborate with partner organizations to develop and enhance tools and methodologies for documenting, analyzing, and reporting on co-creation workshops and group dialogue processes are:

- Consent - we have permission from you after we gave you all the relevant information. All of your data protection rights may apply, except the right to object. To be clear, you do have the right to withdraw your consent at any time.

### Where we get personal information from

- Directly from you
- Audio recordings

### How long we keep information

#### ***We retain personal information according to the following schedule:***

- Audio Recordings: Audio recordings of our co-creative workshops will be permanently deleted immediately after they have been successfully transcribed by deliberAide using Azure AI Speech Services.

- **Transcripts:** Transcripts of the audio recordings will be temporarily stored until they have been successfully de-identified and anonymised using Azure AI Speech Services. After de-identification, the original transcripts will be permanently deleted.
- **De-identified/Anonymised Transcripts:** Only the de-identified and anonymised transcripts will be retained by **deliberAIde**. These will be kept for the purpose of developing and enhancing tools and methodologies for documenting, analysing, and reporting on co-creation workshops and group dialogue processes.

## Who we share information with

### Data processors

**1. Lukas Salecker & Co GbR - **deliberAIde** (civic technologies), Siegen, Germany; 2. Azure AI Speech Service (cloud services), Germany West Central region, Frankfurt, Germany**

These data processors do the following activities for us:

1. **Lukas Salecker & Co GbR - **deliberAIde** (civic technologies), Siegen, Germany** Lukas Salecker & Co GbR assists us by transcribing audio recordings of our co-creative workshops. They de-identify the transcripts to remove any personal identifiers, ensuring participant anonymity. The de-identified transcripts are then stored and aggregated. They use these aggregated transcripts to analyze the effectiveness of their tools and services, to improve and add features to their offerings, to conduct research, and for other similar purposes that contribute to the enhancement of their technologies.

2. **Azure AI Speech Service (cloud services), Germany West Central region, Frankfurt, Germany** Azure AI Speech Service provides us with cloud-based transcription services for our audio recordings. They transcribe the audio content and de-identify the transcripts by removing personal identifiers. This service helps us obtain accurate textual representations of our workshops while maintaining the privacy and confidentiality of the participants.

We have a joint controller relationship with Lukas Salecker & Co GbR - deliberAIde . We process your personal information with that joint controller for the following reason: We are collaborating with the joint controller, deliberAIde, because they are our partner organisation specialising in the development of AI tools and AI-driven methodologies for documenting, analysing, and reporting on co-creation workshops and group dialogue processes. deliberAIde is an Oxford University Innovation startup that we aim to support by providing test data for their tool development. Advanced Oxford and deliberAIde jointly collect personal information during our co-creative workshop(s). We work together to decide how this data will be used to achieve our shared purpose: to develop and enhance tools and methodologies for co-creation processes. This involves recording workshops, analysing participant interactions, and using these insights to refine AI-driven documentation and reporting tools.

## Sharing information outside the UK

Where necessary, we may transfer personal information outside of the UK. When doing so, we comply with the UK GDPR, making sure appropriate safeguards are in place.

For further information or to obtain a copy of the appropriate safeguard for any of the transfers below, please contact us using the contact information provided above.

**Organisation name:** Lukas Salecker & Co GbR

**Category of recipient:** Civic technologies

**Country the personal information is sent to:** Germany

**How the transfer complies with UK data protection law:** The country or sector has a UK data bridge (also known as Adequacy Regulations)

Where necessary, our data processors may share personal information outside of the UK. When doing so, they comply with the UK GDPR, making sure appropriate safeguards are in place.

For further information or to obtain a copy of the appropriate safeguard for any of the transfers below, please contact us using the contact information provided above.

**Organisation name:** Azure AI Speech Services

**Category of recipient:** cloud services

**Country the personal information is sent to:** Germany

**How the transfer complies with UK data protection law:** The country or sector has a UK data bridge (also known as Adequacy Regulations)

## How to complain

If you have any concerns about our use of your personal data, you can make a complaint to us using the contact details at the top of this privacy notice.

If you remain unhappy with how we have used your data after raising a complaint with us, you can also complain to the ICO.

The ICO's address:

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

Helpline number: 0303 123 1113

Website: <https://www.ico.org.uk/make-a-complaint>

## Last updated

23 September 2024