

The webinar or meeting will be recorded and may be shared with:

- All participants after it has taken place.
- Internally amongst Fáilte Ireland's staff.
- Externally, on Fáilte Ireland's Corporate Website and social media platforms.

The recording will contain:

- The PowerPoint slides.
- Discussions, both verbal and noted within the Chatbox, by participants.
- MS Teams profile photos.
- Any images of presenters and attendees whose cameras were turned on at any points throughout the session.

Regarding the recording, you need to be aware that:

- Where you choose to turn your camera on, please ensure no other persons in your household or background environment are visible.
- By sharing the information with you, we are not providing you with any permission to share the recording information without the authority to disclose the content.

If you do not want to be featured in the recording, please advise us in advance and we will recommend you do not attend but we can make arrangements to share the recording with you after it has taken place, strictly for your use.

Your rights:

1. You have the right to request Fáilte Ireland to stop using any recording in which you are featured at any time, in which case it will not be shared in the future.

Note: this will not apply to recordings that have already been distributed if any. Fáilte Ireland cannot control already distributed recordings or recall them.

2. You have the right to lodge a complaint against Fáilte Ireland regarding data protection issues with the Data Protection Commission (DPC) <https://forms.dataprotection.ie/contact>.

If you would like to know more about how Fáilte Ireland processes your data, please see [Fáilte Ireland's Privacy Policy](#). If you would like to invoke any of your rights, please complete the [Personal Data Request Form](#).