

Policy Statement

Speaking Engagements / Attendance at External Events

The following policy applies whenever the ODPa considers:

- 1) offers of speaking engagements at external events, or
- 2) attendance at an external event.

The ODPa's aims in undertaking **speaking engagements** is to:

1. Convey the ODPa's thinking and guidance on data protection issues to assist bodies in complying with the legislation.
2. Help organisations identify issues they need to consider in relation to data protection.
3. Obtain and identify views and concerns from organisations and other interested groups on data protection issues.
4. Provide information regarding data protection.
5. Maintain and develop data protection network relationships.

When considering whether to accept an **invitation to speak at an external event** the following factors will help determine the ODPa's response:

- Whether those attending the event will be responsible for developing policy and taking forward data protection issues within their organisation;
- The most effective way to disseminate information will be to address representative or umbrella bodies and organisations; such audiences will therefore be given priority over those consisting of representatives of a single organisation;
- Other significant or related events that may also be taking place during the same period;
- Whether a 'key-note' speech or similar level of contribution is required;
- Whether the delivery of the talk is the most effective way of providing/exchanging information or whether use of other media may be more appropriate;
- Whether the ODPa's own objectives will also be furthered by participation;
- Travel and other expenses plus costs in terms of staff time: when expenses can be met by the other party, this will be taken into consideration: the effective use of staff resource will however, remain a determining factor.

When considering a request for a guest speaker the ODPa requires the **following information to be provided in writing by the organisation making the request**:

- The number and responsibilities of the people who will be attending the presentation;
- The expected duration of the presentation (a short presentation to a small group of people may not be an appropriate use of resources);
- Details of any other persons who may be making a presentation at the same engagement;
- The nature of the processing undertaken by organisations that may be present;
- An agreement to meet all reasonable expenses that may be incurred in relation to attending the presentation (if required).

When considering whether to accept an **invitation to attend an external event** the following factors will help determine the ODPa's response:

- Whether the ODPa's interests are furthered by attending the event.
- Whether the Bailiwick of Guernsey's interests are furthered by the ODPa representing it at the event.
- Whether the benefit of attending the event justifies the cost of attendance.
- Where the event is being held outside the Bailiwick, a consideration of that jurisdiction's stance on data protection/freedom of information/human rights.

Please see odpa.gg/events for the ODPa's stance on event attendance and Continual Professional Development ('CPD').