

AN INTRODUCTION TO PERSONAL DATA AND EVENTS

The **Organiser's Activity Book** is a series of activities to help you explore when, where and how personal information is created and shared, what alternatives there are and how to balance the benefits and risks for you and the people you work with. At the end you have the opportunity to make **Your Data Policy**, a context specific data policy for your events.

In this chapter you will discover:

- ☐ **Why good personal data practice is important**
- ☐ **How personal data is a risk and a benefit to your event**
- ☐ **Identify who you share data with**
- ☐ **Identify who can help and who hinders good data practice**
- ☐ **Start making your own data policy**

WHY IS GOOD DATA PRACTICE IMPORTANT WHEN ORGANISING EVENTS?

Get out the colourful pens and pencils!

There are both foreseeable and unexpected ways we create and share personal data about ourselves or others when organising an event. Draw a line to connect the first half of the story to the second half and find out how these people had their personal information compromised...

Anna was on her way to a workshop when she was stopped at the airport and denied entry to the country, despite not revealing the purposes of her trip on her visa application...

... because an enthusiastic attendee, who was not aware of her not wanting to have public ties with the event, had tweeted about her inspiring talk.

Maria had agreed to speak at a local gathering, but had been careful not to publicly announce her attendance, as she knew certain groups of people would start harassing her due to her participation. Despite this, she started receiving threatening messages some days after...

... because after government security found the workshop agenda online, the government undertook surveillance of unencrypted emails sent by named attendees.

Ali was interrogated by police months after he had participated in an anti-corruption event, despite making sure that he only communicated about his attendance with a secure messenger...

... because the local authorities had found a reimbursement made to his account from a foreign account which was associated with the human rights organisation that hosted the event.



...now head to the rest of the activities in **The Organiser's Activity Book** to start to make your data practices better.

YOUR MOTIVATION TO LEARN ABOUT PERSONAL DATA

Are you organising an event or a campaign? Do you manage a database of email address? Do you have a specific issue, such as finding the right software to store personal information, or do you have a more general concern about privacy? Write down any questions you have or problems you are concerned about.

Not a word person? Draw, colour, or doodle instead!



Return to this page after completing a few activities from **The Organiser's Activity Book** and see whether you can answer the questions or if the way you understand the problem has changed.

YOUR EVENT IN A NUTSHELL

To fill in The Organiser's Activity Book **it may be useful to have an event in mind. Fill in this quick overview of an event either that you organised or attended as a participant or one from the past or one coming up in the future. You can refer to this page when the other activities prompt you to think about a specific event.**

WHY? What do you want to get out of the event?

WHAT? What is it called? Is it a workshop or a training or something else?

WHO?

Who are you working with? Who else is organising? Who else is attending?

WHY?

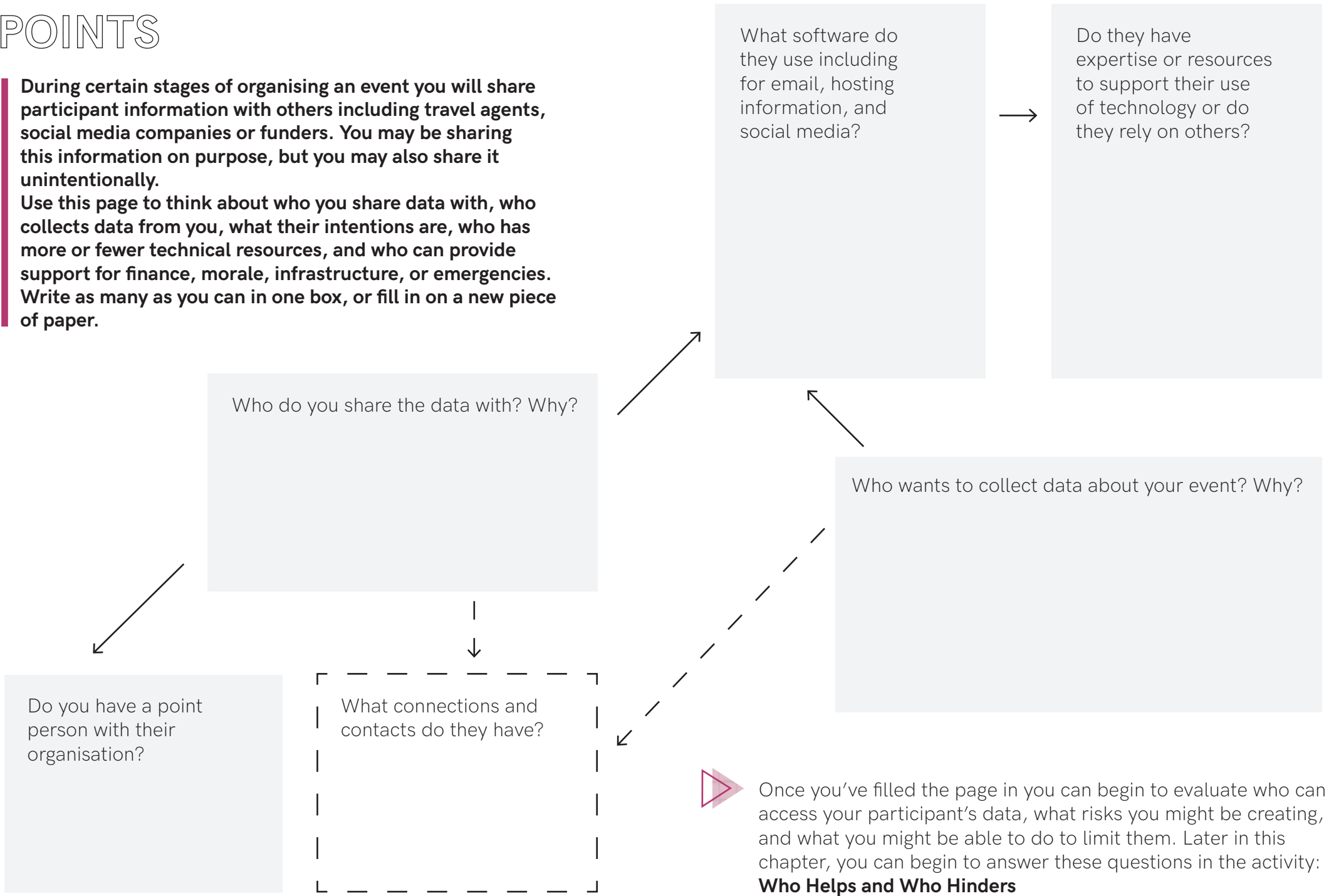
WHERE?



When this page is filled in it contains a lot of information about the event, connected to you! Think about where you will keep it or when and how you will destroy it.

YOUR DATA CONTACT POINTS

During certain stages of organising an event you will share participant information with others including travel agents, social media companies or funders. You may be sharing this information on purpose, but you may also share it unintentionally. Use this page to think about who you share data with, who collects data from you, what their intentions are, who has more or fewer technical resources, and who can provide support for finance, morale, infrastructure, or emergencies. Write as many as you can in one box, or fill in on a new piece of paper.



HOW MUCH DATA DO YOU
CARRY WITH YOU? LOOK
FOR THINGS IN YOUR
POCKETS, BAGS, ON
YOUR DESK (THAT YOU
DON'T NEED) AND GLUE
THEM ON THIS PAGE.



How much do you think about your physical data? Reflect on what other people could guess about you from what you found and put on this page. If it says a lot, you might want to find a way to dispose of this page without it linking back to you.

If you were travelling to an event think of what else you might be carrying in your wallet and pockets that contains personal information including travel tickets, event tickets, name tag, and event agenda.

WHO HELPS AND WHO HINDERS?

Write short thank you notes to anyone who has helped you before

Now you have evaluated who may have access to the data you own in the previous activity, **Your Data Contact Points**, it is important to understand what potential risks these contacts pose, and what helps they may be able to provide such as with secure methods for hosting and sharing data. If you aren't sure about a connection, you can find public information such as their social media accounts, stories about them in the media, and country reports from organisations like Amnesty International. Think of the variety of ways someone can help, or hinder, the protection of your participants' personal data such as their motivations, their skills, and their resources. See the first example for inspiration.



Once you have filled in this page you can be better informed to choose your tools for collecting, storing and sharing participant data. Go through each and evaluate how they could practically help you, or how they might hinder you and how you can mitigate against that. This can help inform **Your Data Policy** at the end of this chapter.

[illegible]

YOUR DATA POLICY

Now that you've completed **An Introduction to Personal Data and Events**, you can begin to create your own data policy. You can keep Your Data Policy on hand for your own reference and to share with attendees and partners so they can make their own risk assessments. To start making your data policy, answer the questions in the boxes. This is the introduction, so don't worry about covering everything straight away, just add anything you can think of from big to small.

1: Write a list of all the data you might collect such as: participant names, participant travel data, participant dietary requirements, the speakers' details, financial details.

2: Write a list of everyone you share need to share it with such as: partners, cloud providers, funders, other participants

You might want to create a new box for each individual bit of data from question 1. From here, ask yourself what risks are involved with everyone who you choose to share it with. This can dictate what software you choose to use, what you decide is not worth the risk, as well as what data you might decide not to gather. Note the risks involved with any you choose to work with.

3: For the data you decide to keep, when will you delete the data? If it is shared with someone else, when will they delete the data?

▶ Once you're done, return to the exercise above, **Who Helps and Who Hinders**, and ask yourself, are there any risks missing? Can you mitigate for them and if not can you be transparent about these within your own data policy?

Now, head back to the exercise at the start of this chapter, **Your Motivations**. Do you feel you began to learn what you wanted to? What's missing? What would you like to learn more about? Then, check out the rest of the chapters, which all help develop and improve other sections of your data policy, at

<https://ourdataourselves.tacticaltech.org/projects/data-and-activism>.

1 What personal data do you need?

2 Who will you share the personal data with?
Who else can access the data?

3 When will the personal data be deleted?
When will those listed in 2 delete the data?
