

HOUSE RULES

GENERAL NOTES

- Please arrive on time for the scheduled workshop sessions so that we make the most of our time together and we do not disrupt the flow.
- Sessions are laptop-free, there will be no need to use of laptop by participants during the sessions. We have allocated time for coffee/email breaks and free time to check your emails and other communication.
- Keep your other electronic devices on mute during sessions to avoid any possible disturbance to others.
- This is an opportunity to share and learn. We promote respect for all participants and their opinion throughout the process.
- We want to hear from all, so please be concise and respectful of others' time and opportunity to comment.
- Before speaking for the first time, introduce yourself to the Group.
- All sessions will be conducted in English.
- All sessions will follow the Chatham House Rules– please treat information shared and everything participants say during the event confidentially.
- In the event of quote taking, any report or write-up of the event will not include identifiable information about participants.
- Please do not post sensitive quotes from the workshop on social media or websites.
- The meeting sessions are not recorded.
- Please ask permission from participants in case you wish to take their photo or record a video.

COMPLIANCE WITH GENERAL DATA PROTECTION REGULATION (GDPR)

- ECNL uses a list of attendees at the workshop to collect minimum personal data of participants in line with the GDPR. The purpose of data processing is to be able to provide proof of expenditure related to this event, collect information for reporting to donors and fulfil accounting obligations.
- The list of participants is prepared to verify the attendance of the participants. ECNL's data processing practice in relation to the data collected hereby is described in the ECNL Data Usage Policy (<https://ecnl.org/data-protection-and-privacy>).
- Participants acknowledge permission for the use of their data taken at the workshop by signing the attendance sheet. Participants understand that the video/photos may be taken only with consent of individual participants, to promote the issues and work through web pages, social media, newsletters, leaflets, press releases, publications and many other communication products and content. Participants should explicitly inform ECNL if they wish to be exempt from this when approached by a team member.