



CHECKLIST

Post-Session Privacy and Follow-Up

- Do not store or share unnecessary participant data (e.g., names or attendance lists)
- Ensure that session recordings, if made, are stored securely and shared only with authorised participants
- Share any follow-up materials or resources using secure platforms (e.g., email or private links)
- Encourage participants to review tips on protecting their data and provide relevant resources
- Evaluate the session and note any privacy or safety issues to improve future sessions

Notes: Take a moment to review GDPR basics if you're unsure about data storage or sharing.