

Arts Educational Engagement In-School, Online or Recorded Workshop - Privacy Notice

24 September 2021

This privacy notice tells you what you can expect us to do with your personal data when you make an application and provides you with details of who controls that information.

If you have any questions or if anything is unclear you can contact:
Alex Peel, Educational Engagement Lead Officer (Arts), a.peel1@leeds.ac.uk

Our Data Protection Officer is Alice Temple.
You can contact her at: Email: A.C.Temple@leeds.ac.uk
Post: University of Leeds, Room 11.72 EC Stoner Building, Leeds, LS2 9JT
Telephone: 0113 2431751
The University's data controller registration number is: Z553814X.

How do we get information?

The information we have about you is that which is provided by you on the 'In-School, Online or Recorded Workshop' Request Form and 'In-School, Online or Recorded Workshop' Evaluation Form. These forms are accessed through our website <https://artsoutreach.leeds.ac.uk/> and submitted via University approved Jisc Online Surveys <https://www.onlinesurveys.ac.uk/>. We do not ask for information from any other sources

How do we use this information?

We use the information that we collect from you for:

- Organising and administering the 'In-School, Online or Recorded Workshop'
- Requesting feedback from you once the workshop is complete
- Evaluating the success of the 'In-School, Online or Recorded Workshop' and what we might change in future
- Reporting on the project (although your information will be anonymised before we do this)

How long do you keep my information for?

We retain your personal data and evaluation surveys for 1 full academic year following the event for auditing purposes, after which time they are deleted.
Anonymised, statistical data will be kept for the purposes of evaluation and monitoring.

How do we keep this information secure?

The information we hold about you will be stored securely on Microsoft SharePoint.

Data will be accessible only to University of Leeds Educational Engagement staff and staff involved in administering and evaluating the workshops.

Your data will not be transferred outside the EU.

How can I have my data removed or deleted?

By requesting an 'In-School, Online or Recorded' workshop you are entering into a contract with us, and in order to fulfil our part of the contract we need to be able to process your basic personal data in the ways described above.

If you do not want us to use your personal data in the ways that we have described above then unfortunately we will not be able to book a workshop for you.

If you wish to rectify, remove or delete your data please contact Alex Peel
a.peel1@leeds.ac.uk

Our legal basis for processing your data

We will process your personal data using Public Task, to administer your participation in our activities and evaluate and monitor the impact of the workshops in the ways outlined above.

Your data protection rights

You have the right to:

- withdraw consent at any time where that is the legal basis of our processing;
- access your personal data that we process;
- rectify inaccuracies in personal data that we hold about you;
- be forgotten, that is your details to be removed from systems that we use to process your personal data;
- restrict the processing in certain ways;
- obtain a copy of your data in a commonly used electronic form
- object to certain processing of your personal data by us.

Please see <https://ico.org.uk/> for further information on the above rights. You may also contact the Data Protection Officer (contact details given at beginning of this notice) for further information.

You have a right to complain to the Information Commissioner's Office about the way in which we process your personal data. Please see <https://ico.org.uk/>:

Information Commissioner's Office
Wycliffe House
Water Lane

Wilmslow
Cheshire
SK9 5AF

Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate
number

Fax: 01625 524 510