

**Student Success Conference 2022***Privacy Notice*

03 August 2022

This privacy notice tells you what we will do with your personal data when you are taking part in our activities and provides you with details of who controls that information.

If you have any questions or if anything is unclear you can contact us:

The Student Success Team, StudentSuccess@leeds.ac.uk

Our data protection officer is Alice Temple. You can contact her by:

Email: A.C.Temple@leeds.ac.uk

Post: University of Leeds, Room 11.72 EC Stoner Building, Leeds, LS2 9JT

Telephone: 0113 3437641

The university's data controller registration number provided by the Information Commissioner's Office is: Z553814X

How do we get information?

The information we have about you is provided by:

- You when you register or submit an abstract for the conference
- You during the conference or its evaluation

How do we use this information?

We use the information that we collect from you:

- To book you onto the event
- To administer the event
- To make any necessary adjustments for your participation in the event
- To send you any recordings and/or resources from the event
- To keep you updated with any related Student Success events or initiatives
- To report on and promote the event, evaluating its success and what we might change in future

Who might we share this information with?

Your data may be shared with internal teams, for example Educational Engagement and Conferencing and Events, to enable us to process your booking and deliver the event.

Anonymised, statistical data will be shared for the purposes of reporting, promoting, evaluation and monitoring of the event. All reporting will be anonymous, and participants will not be identified.

How do we keep this information secure

The information we hold about you will be stored in a University of Leeds SharePoint or in the University approved Jisc Online Survey service (Online Surveys is certified to ISO 27001



the recognised information security standard. All Online Surveys user and respondent data is stored in the EU). Highly confidential data will be stored in password protected spreadsheets and will only be accessible to specified members of the Student Success Team. When we transfer data to other parties this is done securely using secure servers and password encryption. Your data will not be transferred outside the European Economic Area.

How long do you keep my information for?

We will keep your personal contact data (e.g. name, email) until the end of August 2023 to keep you informed with the latest Student Success opportunities and resources. After this time anonymised, statistical data will be kept for the purposes of evaluation and monitoring of the sessions.

Highly confidential data, e.g. access requirements provided by you so we can make any necessary adjustments for your participation in the activity, will be deleted following the completion of said activity.

How can I have my data removed or deleted?

Your personal data can be withdrawn and deleted at any time, but if you withdraw it prior to the activity you will no longer be able to participate in it.

To withdraw your registration from the activity and have your data deleted from our systems please email StudentSuccess@leeds.ac.uk and provide the relevant details.

Our legal basis for processing your data

By signing up to the event you are signing up to a contract with us and agreeing for us to use your personal data in the ways that we have described above. If you do not want us to use your personal data in the ways that we have described above, then unfortunately you will not be able to participate in the Student Success Conference.

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/>.