Plan, Prepare Provide: Art Teachers Residential

Privacy Notice

29 November 2018

This privacy notice tells you what to expect us to 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:

Sarah Harvey Richardson S.H.Richardson@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 2431751

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 on registration or during the activities or their evaluation

We may also take photographs during the residential and its activities, however, you can let the organiser know if you do not wish to be photographed and they will make the photographer aware. Please note that during the event other participants may take pictures and share them on social media outside of our control.

What information do we have?

On registering for the residential we ask you to provide us with the following information:

- Name
- Job Title
- Subject(s) you teach
- The exam board specification you teach
- The name of School where you work and its postcode
- Your email and phone number
- Why you wish to attend the residential

We also ask you to provide the following more sensitive information, known as ‘special category data’:
Any additional requirements (dietary, health or disability) that we should be aware of to support your participation in the residential

During the residential’s activities we may also:

- Take photographs, if you have given your consent via the photography consent form
- Ask for your feedback on the event/scheme, clearly stating if the feedback will be anonymous in each instance

**How do we use this information?**

We use this information for:

- Sending you information about the residential
- Administering the residential
- Evaluating the success of the residential and what we might change in future
- Reporting on the residential (internal University reporting, online and physical; and reporting to the Association for Art History, online and physical)

The ‘special category’ data you provide is particularly used for:

- Making necessary adjustments for participants
- Equality and diversity monitoring

We may use any photographs of the event for:

- Publications, film, website, social media, press and promotional material that might be published and released by the Association for Art History, University of Leeds, or by artists/art professional leading sessions.

**How long do you keep my information for?**

We keep personal data for 1 year after your participation in the residential, after which it will be deleted.

We keep the following types of data in anonymised, statistical form for the purposes of evaluation

- The subjects and exam board specification you teach
- Your School information
- Why you are interested in attending the residential
- Any evaluation and feedback you provide

We may keep and use photographs of the event for up to five years after the event for marketing purposes.

**How do we keep this information secure?**

The information we hold about you will always be stored on the University’s Secure Server. Highly confidential data will be stored in encrypted folders and will only be accessible to specified members of the Arts Educational Engagement Team.
The information we retain for evaluation and monitoring is fully anonymised, which means that you cannot be identified in this statistical data.

Your data will not be transferred outside the EEA.

**Who might we share this information with?**

The following anonymised data may be shared with other teams in Educational Engagement and other University faculties/departments for the purposes of evaluation and reporting:

- The subjects and exam board specification you teach
- Your School information
- Why you are interested in attending the residential
- Any evaluation and feedback you provide

Your data may be shared with the following external organisations:

- for the purposes of reporting to our funders the Association for Art History, to evaluate impact, monitor equality and ensuring the Associations objectives are being met

Statistical information (in which no individuals can be identified) may also be published:

- Internal University reporting, online and physical; and reporting to the Association for Art History, online and physical

**How can I have my data or photographs removed or deleted?**

Your personal data can be withdrawn and deleted at any time, but you will no longer be able to participate in the residential. However, you can participate in the residential if you do not want to have your picture taken/published.

To withdraw your registration from the event and have your data deleted from our systems please contact S.H.Richardson@leeds.ac.uk

To request the removal of an event photograph in which you appear please contact S.H.Richardson@leeds.ac.uk

Please note that once your data has been anonymised for statistical purposes it will no longer be able to be identified for deletion.

**Our legal basis for processing your data**

By enrolling in the residential you are engaging in a contract with us. If you do not want us to use your personal data then, unfortunately, you will not be able to participate in the residential and its activities.

**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 Sarah Harvey Richardson S.H.Richardson@leeds.ac.uk 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/.