Privacy Notice - Drama Teacher Conference - Friday 3rd July 2020
26th February 2020

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:

Kathie Hunter K.M.Hunter@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

How do we use this information?

We use the information that we collect from you for:

- Sending you information about the conference
- Administering the conference (this includes making necessary adjustments based on the health information you have provided to us)
- Evaluating the success of the conference and what we might change in future
- To contact you for feedback after the conference (if you consent to this)
- Reporting on the conference (internal University reporting, online and physical; and reporting to Leeds Playhouse, Trinity College London and National Drama online and physical)

How long do you keep my information for?

Your name and contact details will be deleted by 15th July 2020 unless:

- you give consent for us to add your details to our database
- you give consent for us to contact you to request feedback after the conference, in which case your details will be kept for up to one year and deleted by 30th June 2021

We keep the following types of data for statistical analysis and for the purposes of evaluation and reporting:

- The subject that you teach
- The name and postcode of your school
- Any evaluation and feedback you provide, before or after the conference

Who might we share this information with?

Access and dietary requirements will be shared with the organisation(s) providing adjustments for the Conference if relevant.
Anonymised data may be shared with other teams in Educational Engagement, other University faculties/departments and our partner organisations who deliver sessions on the conference.

**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 password protected spreadsheet 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 EU.

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

Your personal data can be withdrawn and deleted at any time, however if you do so before the conference you will no longer be able to participate in the conference.

To withdraw your registration from the event and have you data deleted from our systems please contact K.M.Hunter@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 signing up to the event you are signing up to a contract with us and agreeing for us to use your personal data to administer your participation in the conference.

We will only process data relating to your health if you provide us with your consent.

We will only make contact with you after an event if you provide us with your consent.

**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/](https://ico.org.uk/) for further information on the above rights. You may also contact Kathie Hunter K.M.Hunter@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/](https://ico.org.uk/).