



National Art and Design Saturday Club

Privacy Notice

3 August 2022

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: dpo@leeds.ac.uk

Telephone: 0113 2431751

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

What information do we have and how do we get it?

The information we have about you is provided by:

- You or your parent/guardian on expression of interest and/or registration to the Club
- You or your parent/guardian or your teacher during the Club's activities or their evaluation

How do we use this information?

We use this information to:

- Administer the project, e.g. send you information about the Club, contact someone in the case of an emergency
- Evaluate the success of the project and what we might change in future
- Report on the project
- Track the future education choices of participants
- Track the diversity of applications to the University of Leeds
- Promote the project

How long do you keep my information for?

Additional requirements data (e.g. learning, mobility, religious, sensory or medical and emergency contacts) are deleted as soon as your participation in the Club ends.

We retain you and your parent/guardian contact details (phone number, email) and evaluation surveys for 1 full academic year following your participation for auditing purposes, after which time they are deleted.

We retain your name, date of birth, postcode and school details to allow us to track the future education choices of students who participate in the Saturday Club and to evaluate the effectiveness of the project to continue to improve it, and any future version of it. Data will be kept securely for up to two years after your expected Year 13 finish date. After this date your personal data will be deleted, although anonymised, statistical data including ethnicity/disability data (in which no individuals can be identified) will be retained for the purposes of evaluation and monitoring of the project.



You may decide to keep in touch with us and/or the Saturday Club Trust after your participation in the Club by consenting to be contacted as part of the 'National Saturday Club' alumni scheme, but we will seek separate permission to hold you and/or your parent/guardian name and email at that time, and you will be able to opt out of the scheme and have your details removed from our records at any time.

Who might we share this information with?

Whilst organising and evaluating the Club we may share data with other teams in the University.

We may share your contact details, next of kin, parental permission and disability, dietary and religious requirements data with organisations who partner with us to deliver activities, so that they can administer activities as part of this project.

Your data will be shared with the Saturday Club Trust in order to monitor participation in the National Saturday Club network, including attendance, evaluating impact, and equality and diversity monitoring within the network to ensure the Trust's charitable objectives are being met and report to their funders. A data sharing agreement will protect how your data is used by the Saturday Club Trust.

Your data may be shared with Trinity College London for marketing and academic purposes, if you wish to be submitted for an Arts Award.

We may also include statistical information (where you will not be identified) in internal and external reports and articles, both physical and online. Examples would include reports to regulatory bodies such as the Office for Students, funding organisations, and other partners we work with during the event.

How do we keep this information secure?

The information we hold about you will be stored securely on University approved servers and online surveys.

Your data will not be transferred outside the European Economic Area EEA.

Our legal basis for processing your data

Public Task: To assess your eligibility to take part and administer your participation in the project, track your applications through the university and the monitor the success of the project.

Consent and Explicit Consent: To process ethnicity and disability data to assess your eligibility to take part (where we do you will be made aware of this), to make reasonable adjustments for your participation and to ensure the activities are inclusive of your needs, and, to provide information or details of other opportunities that we think will support your studies or transition to higher education.

We sometimes take photographs/films during events to help promote our projects. We will always let you know when this is happening and you will have the opportunity to opt out of having your image captured.

Can I choose what data I share with you?

To enable your participation in the project we need to be able to process your contact details and your parent/carer data. If you do not want us to use your data in this way, then unfortunately you will not be able to participate.



To assess your eligibility for the project we need to process your data to ensure you meet the stated criteria, e.g. ethnicity, postcode. When this applies, we will let you know before you sign up. If you do not want us to use your data in this way then unfortunately, we will not be able to check your eligibility and you will not be able to participate.

If you do not wish us to use your data to track your applications and/or diversity of applications through the university, you have the right to opt out of this and still participate in the project.

To make reasonable adjustments and make the activities inclusive of your needs, we will ask for data on health, dietary and religious requirements. You can choose to opt out of this, however if you do not disclose this data then we may not be able to make the event accessible for you.

To withdraw your registration from the event and have your data deleted from our systems 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.

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
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Water Ln
Wilmslow
SK9 5AF
Telephone: 0303 123 1113