



National Art and Design Saturday Club

Privacy Notice

Reviewed 24 September 2021

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

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, and during the Club's activities or their evaluation.

We may also take photographs / films during a Club and its activities; however, if you would be identifiable in these photographs / films you would be asked to complete a separate consent form and can opt out at that stage.

How do we use this information?

We use this information for:

- Sending you information about the National Art and Design Saturday Club at the University of Leeds
- Administering the Club
- Contacting somebody in case of emergency
- Evaluating the success of the Club and what we might change in future
- Reporting on the Club (internal and external reporting, 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 Saturday Club Trust, University of Leeds, or by artists / designers giving Masterclasses

How long do you keep my information for?

Additional requirements data (learning, mobility, sensory or medical) is deleted as soon as your participation in the Club ends.

We retain your personal data and evaluation surveys for 1 full academic year following your participation for auditing purposes, after which time they are deleted. Anonymised, statistical



data will be kept for the purposes of evaluation and monitoring of the 'National Art and Design Saturday Club' 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 your updated data at that time.

We may keep and use identifiable photographs / videos from the event for up to five years after the event, if you have provided your consent for this separately.

How do we keep this information secure?

The information we hold about you will be stored on the University's Secure Server or in 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 encrypted, password protected spreadsheets 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.

When your data is shared with other parties (for example the Saturday Club Trust) this is done securely using secure servers and data sharing services (such as Egnyte), and/or password encryption.

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

Who might we share this information with?

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

Your data will be shared with the Saturday Club Trust in order to monitor participation in the National Saturday Club network (coordinated by the Saturday Club Trust), 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. To receive an Arts Award qualification from Trinity the following data must be shared: Full Name, Date of Birth (DOB), Level of award achieved, Adviser name (trained Arts Award adviser who has assessed the portfolio), and Artform.

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 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 National Arts and Design Saturday Club at the University of Leeds.



However, you can participate in the Club 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

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

To request the removal of a photograph / film in which you appear please contact S.H.Richardson@leeds.ac.uk, but please note that your image/s or video/s may continue to appear in publications already in circulation.

Our legal basis for processing your data

By completing an application form and/or enrolling in the Club you are providing your consent for us to use your personal data in the ways described above. If you do not want us to use your personal data then, unfortunately, you will not be able to participate in the Club 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 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/>.