# Arts and Humanities Outreach Competitions Privacy Notice

*Privacy Notice*

9th May 2023

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](mailto:K.M.Hunter@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

## How we collect your information?

The information we have about you is provided by:

* You when you register for our projects
* Your teacher when they register you for our projects
* You when you send us your competition entries
* Your parent/carer when they complete the parent forms

## How we use your information and how long we keep it

**Please note winners’ video, surname and county of residence will be kept for up to 6 years to comply with Committees of Advertising Practice Code on Promotional Marketing 8.28.5 as a legitimate interest of the university to evidence fair competition.**

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| **Personal Data** | **What we do with this** | **How we ask for this** | **How long we keep this** | **Legal basis** |
| **Your video/image** | 1. Administer the project 2. We will ask for permission to publish your video on YouTube GB if you win. This is to promote the competition and demonstrate good examples for future entrants. | Sent by your teacher on WeTransfer | 1. Unsuccessful videos will be deleted within one month of the judges’ decisions. 2. Winner videos will be deleted from YouTube GB by the end of the following academic year. | 1. Public Task 2. Legitimate Interest |
| **Teacher/Guest Name and Email** | Administration | Online form | Until the end of the academic year | Public Task |
| **Student Name and email** | Administration | Forms sent in by your parent/carer or teacher | 1. Names will be deleted by the end of the academic year unless you win.  * Email addresses will be kept until the end of the academic year.  1. Winner surnames are kept for 6 years to comply with ASA competition regulations. | 1. Public Task 2. Legitimate Interest |
| **School Name** | 1. Administration 2. Monitor the impact of the project | 1. Forms sent in by your parent/carer or teacher 2. Student questionnaire | 1. Until the end of the academic year. 2. Pseudonymised on collection (anonymised at the end of the following academic year) | Public Task |
| **Home Postcode** | Monitor the impact of the project | Student questionnaire | Pseudonymised on collection (anonymised at the end of the following academic year) | Public Task |
| **Year group** | 1. Administration 2. Monitor the impact of the project | 1. Forms sent in by your parent/carer or teacher 2. Student questionnaire | 1. Until the end of the academic year unless you win. 2. Pseudonymised on collection (anonymised at the end of the following academic year) | Public Task |
| **Disability/Health/Dietary requirements** | To make the project inclusive of your needs | Forms sent in by your teacher | Data will be deleted within two weeks of the campus event. | Explicit Consent |

**Anonymous data we collect**

We will also ask for anonymous information on our Equal Opportunities Monitoring Form to collect information, such as ethnicity and gender, of our participants, this helps us to monitor diversity on our projects. You don’t have to give us this information if you don’t want to and you can still take part.

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

To help us to organise and evaluate projects we may share data with other teams in the University.

We may share winners’ recordings and school region with organisations that we partner with to deliver the competition, and these may be published on partner organisation websites and linked to in their social media to announce winners and promote the competition. We will not do this without your permission and you can refuse if you wish; this does not affect your participation, or your chance of winning. A data sharing agreement will protect how your data is used by partner organisations so they treat your data with the same respect as the University of Leeds.

We may also include statistical information (in which 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 on secure systems at the University of Leeds. Winners’ videos will be posted to YouTube GB with comments turned off, we will only do this if you give us your permission.

Your data will be accessible to university staff involved in administering and monitoring outreach and to members of the panel who have limited access in order to judge entries. They have agreed to treat your data in the same way as the University of Leeds.

Your data will not be transferred outside the EU.

## Our lawful basis for processing your data

We will administer your participation in the project and monitor the success of the project under **Public Task**.

We will ask you for disability/health, dietary and religious data to support your participation and to ensure the activities are inclusive of your needs. We will only process this if you give us your **Explicit Consent.**

In the event of an emergency where you are unable to give your Consent, we may share your health information with medical professionals where it is necessary to protect your **Vital Interests**.

We will share winners; video entries and their school region on YouTube GB and link to this in our social media, emails to schools and partner organisations as a **Legitimate Interest** of the university to promote the competition to future entrants, we will only do this if you give us your permission.

We will keep the surname, county of residence and video entry of the winners in order to fulfil Committees of Advertising Practice Code on Promotional Marketing 8.28.5 under **Legitimate Interest.**

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

To fulfil your participation in the project we need to be able to process your competition entry, contact details and parent/carer data where their permission is required for you to take part. If you do not want us to use your data in this way, then unfortunately you will not be able to participate.

If you do not wish us to use your ethnicity and disability to track diversity on our projects, you can opt out of this and still participate in the project. Please note that once your data has been anonymised for statistical purposes it will no longer be able to be identified for deletion.

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

If you give us permission your competition entry video and school region will be shared on YouTube GB, social media, in emails to schools and to partner organisations, and we will not be able to delete copies after they have been shared in these forums.

## 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 Kathie Hunter [K.M.Hunter@leeds.ac.uk](mailto:K.M.Hunter@leeds.ac.uk) for further information about our outreach and how we treat your data.

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

Wycliffe House

Water Ln

Wilmslow

SK9 5AF

Telephone: 0303 123 1113