



Explore Languages

Privacy Notice

13th October 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:

Lauren Barraclough l.barraclough@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

You or your teacher provide us with your information:

- On the application, registration and evaluation forms for the Explore Languages Programme
- If you complete the Equal Opportunities Monitoring Form (which is anonymous)

How we use your information and how long we keep it

Data	What we do with this	How we ask for this	How long we keep this	Legal Basis
School name	Monitor impact of the project	Student pre-programme questionnaire	Pseudonymised on collection (anonymised at the end of the following academic year)	Public Task
Year group	Monitor the impact of the project	Student pre-programme questionnaire	Pseudonymised on collection (anonymised at the end of the following academic year)	Public Task
Home postcode	Monitor the impact of the project	Student pre-programme questionnaire	Pseudonymised on collection (anonymised at the end of the following academic year)	Public Task
Teacher name, mobile phone and email	Administer your participation	Pre-campus event checklist	Until the end of the academic year	Public Task

Anonymous data we collect



We will ask for anonymous information about you to make the project inclusive of your needs, this will include your health, dietary and religious requirements.

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 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.

Your data will be accessible to university staff involved in administering and monitoring outreach.

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**.

How can I have my data removed or deleted?

To fulfil your participation in the project we need to be able to process teacher contact details, if you do not want us to use your data in this way then unfortunately your school will not be able to participate.

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 Lauren Barraclough l.barraclough@leeds.ac.uk for further information about our outreach and how we treat your data.



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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