



**Linguastars 2023**  
**booked by individual students**  
*Privacy Notice*

3 February 2023

This privacy notice tells you what we will 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:

Alex Peel – Educational Engagement Lead Officer - [a.peel1@leeds.ac.uk](mailto:a.peel1@leeds.ac.uk)

Our data protection officer is Alice Temple. You can contact her by:

Email: [dpo@leeds.ac.uk](mailto:dpo@leeds.ac.uk)

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 when you complete the application form and place confirmation form.
- You during the activities or their evaluation.
- Your parent/carer when they complete the permission form.

### **How do we use this information?**

We use the information that we collect from you for:

- Evaluating and assessing your application in line with our criteria.
- Administering the event:
  - We will use the health information, dietary and religious data that you provide to make the project accessible for you and inclusive of your needs.
  - We will contact your parent/carer using the name and email address that you provide to seek their permission for you to participate in line with safeguarding requirements (parent/carer permission form).
  - We will contact your teacher to advise them that you are taking part during school/college hours.
  - We may also contact your teacher if you do not complete the necessary paperwork by the allocated deadline.
  - We will use your parent/carer details in case of emergency
- Evaluating the success of the event and what we might change in future.
- Reporting on the project.

We will also ask for your consent to advise you of relevant support you can access and other opportunities related to the university. If you do consent to receive this advice from us then you can withdraw your consent at any time, please email [artsoutreach@leeds.ac.uk](mailto:artsoutreach@leeds.ac.uk). You do not have to consent to this in order to take part in Linguastars.



If you secure a place on Linguastars we will continue to use the data you provide to track whether you apply to the University of Leeds, which course you apply to, whether you are offered a place, whether you attend and if you continue with your studies. This will allow us to evaluate the effectiveness of Linguastars and continue to make improvements to it, as required by the Office for Students.

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

To help evaluate Linguastars we may track whether you apply to the University of Leeds, which course you apply to, whether you are offered a place, whether you attend and if you continue with your studies. In this case we will share your name and date of birth with the Admissions Team within the University of Leeds.

If your application to Linguastars is successful we will also share the outcome of your application with your parent/guardian and teacher.

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 on Microsoft Sharepoint 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 on Microsoft Sharepoint in password protected spreadsheets and will only be accessible to specified members of the Arts Educational Engagement Team.

When we transfer data to other parties this is done securely using secure servers and password encryption.

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



### How long do you keep my information for?

| Data  | How long we keep this   |
|---|---|
| Disability, ethnicity, household income, parents HE experience, disruption to studies, disability, estranged, young carer, care experienced, gender, postcode, academic information, year group, school | We will keep this for the duration of the project and then delete it. After this your personal data will be deleted, although anonymised, statistical data (where you will not be identified) may be kept for the purposes of monitoring and evaluating the Linguastars scheme.   |
| Participant name and Date of Birth.   | Data will be kept securely for up to 5 years after your final expected date of graduation from further and higher education studies. After these dates your personal data will be deleted, although anonymised, statistical data (where you will not be identified) may be kept for the purposes of monitoring and evaluating the Linguastars scheme. |
| Parent/carer data, teacher data, health data, dietary data, phone number  | We will keep this for the duration of the project and then delete it.   |
| Email   | If you agree for us to keep in touch with you to highlight additional opportunities and provide you with information then your data will be kept securely for up to 2 years after the event takes place. After this point it will be deleted.   |

If you decide to keep in touch with us after this, or to provide extra details of your educational/employment outcomes then we will seek separate permission to hold your updated data at that time.

### How do I withdraw my application and have my data deleted?

To fulfil your participation in the project we need to be able to process your contact details and your 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 data to track which projects you take part in and which courses you apply to at the university, you have the right to opt out of this and still participate in the project.

Some of our projects have eligibility criteria and we will need to process data to ensure you meet those criteria, for example ethnicity data, health data, 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 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.

Photographs/recordings may be shared on our website, in emails to schools and to partner organisations and on social media, and we will not be able to delete copies after they have been shared in these forums.

### **Our lawful basis for processing your data**

We will assess your eligibility to take part, 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 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.

We may contact you with information about other relevant opportunities such as projects, resources or information about higher education; we will only do this if you give us your Consent.

### **Special category data**

The University of Leeds has a public duty to improve the diversity on our courses and we may ask you for sensitive data known as special category data, this includes things like ethnicity and health data.

Some of our projects prioritise particular groups and we will ask you for special category data so that we can check that you are eligible.

Some of our projects ask for your special category data on an anonymous form this helps us to monitor diversity on our projects and courses.

### **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 Alex Peel on [a.peel1@leeds.ac.uk](mailto:a.peel1@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/>.