Arts Educational Engagement

‘Plan, Prepare, Provide’ Project - Privacy Notice

Reviewed 8 September 2023

This privacy notice tells you what you can expect us to do with your personal data when you take 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:

James Kilcoyne – Events & Projects Officer – J.A.Kilcoyne@leeds.ac.uk

Our Data Protection Officer is Alice Temple. You can contact her at:

Email: dpo@leeds.ac.uk

Telephone: 0113 2431751

The University’s data controller registration number is: Z553814X.

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

The information we have about you is that which is provided by you on accessing ‘Plan, Prepare, Provide’ resources, registering for ‘Plan, Prepare, Provide’ activity, and during the activities and their evaluation.

## How do we use the information that you provide on the form?

* To book you on to a ‘Plan, Prepare, Provide’ activity
* To make any necessary adjustments for your participation in a ‘Plan, Prepare, Provide’ activity
* To send you ‘Plan, Prepare, Provide’ recordings and/or resources
* To keep you informed with the latest ‘Plan, Prepare, Provide’ opportunities and resources
* Reporting on and promoting ‘Plan, Prepare, Provide’ activity and resources and evaluating their success (internal reporting to the university both online and physical, and external reporting/promotion both online and physical, all reporting/promotion will be anonymous, and participants will not be identified unless explicit consent for named quotes is provided on a case by case basis)

## How long do you keep my information for?

We will keep your personal contact data (e.g. name, email) for the duration of the ‘Plan, Prepare, Provide’ project to keep you informed with the latest ‘Plan, Prepare, Provide’ opportunities and resources. After this time anonymised, statistical data will be kept for the purposes of evaluation and monitoring of the ‘Plan, Prepare, Provide’ Project.

Highly confidential data, e.g. any relevant dietary, medical and/or access requirements provided by you so we can make any necessary adjustments for your participation in a ‘Plan, Prepare, Provide’ activity, will be deleted following the completion of said activity.

## How do we keep this information secure?

The information we hold about you will be stored on the University of Leeds secure server or in University approved surveys, e.g. Microsoft Forms and/or 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).

The information we retain for evaluation and monitoring is fully anonymised, which means that you cannot be identified in this statistical data.

Your data will not be transferred outside the EU.

## Who might we share this information with?

Your data may be shared with internal teams in Educational Engagement and the ‘Plan, Prepare, Provide’ project team, to enable us to process your booking and deliver the activity.

Anonymised, statistical data will be shared for the purposes of reporting, promoting, evaluation and monitoring of the ‘Plan, Prepare, Provide’ Project. All reporting will be anonymous, and participants will not be identified.

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

At your request you have the right to have your data withdrawn, deleted or amended at any time. Please note that in order to book on to a ‘Plan, Prepare, Provide’ activity and for us to facilitate this we need to know your name and contact details and without this information we cannot enter into a contract with you to provide the activity.

To withdraw your booking and have your data deleted from our systems please contact James Kilcoyne [J.A.Kilcoyne@leeds.ac.uk](mailto:J.A.Kilcoyne@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.

## Our legal basis for processing your data

By completing and returning a request form you are entering into a contract for us to use your personal data in the ways we have described above. If you do not want us to use your personal data in the ways that we have described above, then unfortunately you will not be able to participate in ‘Plan, Prepare, Provide’ activity.

## 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  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire,   
SK9 5AF

Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number

Fax: 01625 524 510