

## Reach for Excellence Privacy Notice

8<sup>th</sup> August 2023

This privacy notice explains what we do with your personal data for the Reach for Excellence Scheme and provides you with details of who controls that information.

If you have any questions, please contact the Contextual Outreach Team:

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

Our data protection officer is Rebecca Messenger-Clark:

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

The university's data controller registration number provided by the Information Commissioner's Office is: Z553814X

### How do we get information about you?

The information we have about you is provided by you, your teacher/school staff member and your parent/carer.

We collect information on forms (physical or online), or when you contact us.

We sometimes photograph or record participants and you can opt out of this.

### How we use the information we collect about you and our legal basis

To use your data lawfully we need to tell you why we need it and the legal basis that allows us to use it. A legal basis is there to ensure that we use your data appropriately.

Your Data	How we use it	Legal basis
Your name and contact details	So that we can administer your place on the scheme and keep in touch with you about our activities.  If you give us permission, we may contact you about other opportunities that we think may interest you and support you in your education.	Public Task  Consent
Eligibility criteria: Your qualifications, year group, educational background, income, family education history, location, care experience and reasons for any disruption to your studies.	We use this to confirm whether you are eligible to take part in the scheme. Your teacher will give us a reference for you that includes this information to support your application, and this will be treated confidentially. If you get a place on the scheme, we keep this information to support your application if you apply to study at the University of Leeds.	Public Task
Your name and UCAS ID number	We use these to see which activities you take part in and whether you apply for a course at university. This helps us to understand the impact of the scheme, and how we can improve it.  This monitoring of your progress helps us identify further support you may qualify for if you apply to the University of Leeds.	Public Task

Your opinions	Your opinions help us to understand how we can support you further and help us to improve the scheme.  We may also use anonymous quotes you give us to promote the Reach for Excellence Scheme, we will only do this with your permission.	Public Task
Your emergency contact details and teacher contact details	Whilst you are on the scheme, we need to make sure you are safe and if you sign up for an activity and do not attend, we will contact a parent/carer or teacher to let them know.  In the event of an emergency or if we believe you may be at risk, we may share your data with relevant professionals and/or your emergency contact, where it is necessary to protect your health and safety.  We also let your school know if you get a place on the Reach for Excellence Scheme so that they can support you.	Legal Obligation  Vital Interests  Public Task
Photographs or recordings of you	We sometimes take photos or record videos of you taking part in our activities. We use these to report on our work and to promote the project. We will always ask your permission and you can opt out of this.	Legitimate Interests
<b>Special Category Data</b>		
The University of Leeds has a public duty to improve the diversity on our courses, if you secure a place on the Reach for Excellence scheme we may ask you for the following sensitive data, known as Special Category data. You do not have to give us this information if you do not want to.		
Your health and dietary requirements and religious requirements	We use these to support your participation in the scheme and to make our activities inclusive of your needs.	Explicit Consent
Your ethnicity	We use this to monitor the diversity of participants in the Reach for Excellence scheme.	Explicit Consent

#### **How long do we keep your information for?**

If you take part in Reach for Excellence, we will keep your data for up to 2 years after you finish on the scheme, to see whether you apply to university. After this, your personal data will be deleted from Educational Engagement systems.

If you apply for a course at the University of Leeds, the data you give to the university as part of your UCAS application will be treated in accordance with the University of Leeds Privacy Notice:

Please note that anonymised, statistical data (in which you cannot be identified) may be retained for the purposes of monitoring and evaluating the Reach for Excellence scheme.

We may invite you to stay in touch with us after this and share details of your educational/employment outcomes and will ask for your permission if this is the case.

If you are not offered a place on Reach for Excellence, we will delete all of your data within one calendar month of the decision.

If you decline your place on the scheme, the data we have about you will be anonymised for statistical purposes only, and your identifiable data will be deleted from all our systems.

### **How do we keep this information secure?**

Your data will be added to a password protected database held on University of Leeds secure servers and will be accessible only to team members directly involved in administering the Reach for Excellence scheme.

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

When we transfer data to other parties this is done using secure servers and password encryption. Your data will not be transferred outside the European Economic Area.

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

We need to make sure that as many people as possible can participate in our projects for school students at the University of Leeds and we will share your data with other teams at the university who run similar projects, so that they can cross-check who is already taking part and prioritise their places for those who do not have a place on one of our projects already.

If you take part in the Reach for Excellence scheme, you will evaluate your progress in the Reflective Learning Log online system. We will share your name and email address with Research Toolkit so that they can manage your access and will only contact you about your Reflective Learning Log. Their privacy policy is here: <https://research-toolkit.co.uk/privacy/>.

We will share the outcome of your application to join Reach for Excellence with your school/college so that they can update their records and support you to take part.

If you sign up for an event and do not attend, we will contact your emergency contact to advise them that you are absent so that they can check that you are safe.

We may share anonymous data, such as dietary requirements, with an external organisation if they are hosting an event for us.

We may include statistical information (in which you will not be identified) in internal and external reports and articles, both physical and online, such as reports to regulatory bodies, funding organisations, and other partners we work with during the event.

### **How can I have my data deleted?**

To withdraw your application or cancel your place on the scheme please email the Contextual Outreach Team [reachforexcellence@leeds.ac.uk](mailto:reachforexcellence@leeds.ac.uk) or telephone 0113 343 8471 and we will delete your data from the system.

Photographs may be shared online, in emails and reports to partner organisations and on social media, and we will not be able to delete copies after they have been shared in these forums. If you ask us to, we will delete them from University of Leeds systems and will not produce further content using them.

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

## **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 how we treat your data in Educational Engagement at the University of Leeds.

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  
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Water Ln  
Wilmslow  
SK9 5AF  
Telephone: 0303 123 1113