



Religion in a Time of Covid: The Community Religions Competition 2022

Privacy Notice

13th September 2021

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 you can contact us:

Kathie Hunter K.M.Hunter@leeds.ac.uk

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

Email: A.C.Temple@leeds.ac.uk

Post: University of Leeds, Room 11.72 EC Stoner Building, Leeds, LS2 9JT

Telephone: 0113 2431751

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

How do we get your information?

The information we have is provided by you, or by your parent carer:

- On the pre-registration form or during the activity or in the evaluation form afterwards
- On the parent/carer permission form

How do we use this information?

We use the information that we collect from you to:

- Administer the competition:
 - 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)
 - To email you with details of the competition and what you need to do to take part
 - To notify you if you win the competition
- Evaluate the success of the competition and what we might change in future
- Report on the competition to regulatory bodies



How long do you keep my information for?

| Data | Reason for Processing | How we ask for this | How long we keep this |
|---------------------------------------|---|---|--|
| Name/email/postcode/school/Year Group | To allow us to administer the competition and to monitor and evaluate the competition. | On the pre-registration form | We keep this for one month after judging unless you are a winner (see below) |
| Winner first name/surname/school | To allow us to publish the detail of winners on our website | On the pre-registration form | For up to two years, unless you ask us not to. |
| Winner surname/county | To allow us to report to the Advertising Standards Authority if required. | On the pre-registration form | For up to six years. |
| Winning Entries | To allow us to publish winning entries on our website and report to the Advertising Standards Authority if required | Via email to ArtsOutreach@leeds.ac.uk | For up to six years |
| Parent/Carer data | To fulfil safeguarding requirements | On the pre-registration form and the parent/carers permission form | We will keep this for the duration of the competition and then delete it |

Who will we share this information with?

We will publish the first names, surnames, schools and winning entries of competition winners on our website unless you ask us not to.

Whilst organising and evaluating the Religion in a Time of Covid Competition we may share data with other teams in the University. We may also share your surname, county and winning submission with the Advertising Standards Authority to comply with the Promotional Marketing rule 8.28.5.

We may include statistical information (which will be anonymous) 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 securely on Microsoft SharePoint, Onedrive and Jisc Online Surveys.

Data will be accessible only to University of Leeds Educational Engagement staff and staff involved in administering and evaluating the Religion in a Time of Covid Competition.

Your data will not be transferred outside the EU.



Our legal basis for processing your data

We will process your personal data using **Public Task** to administer your participation in the competition, meet safeguarding requirements, and evaluate and monitor the success of the competition.

We will use **Legitimate Interests** to publish the details of competition winners on our website and to the Advertising Standards Authority.

How can I have my data removed or deleted?

In order to fulfil your participation in the competition we need to be able to process your name and email data and your parent/carer name and email. If you do not want us to use your data in this way, then unfortunately you will not be able to participate.

We will email you with an evaluation form when we receive your entry for the competition, if you do not want us to do this, please let us know.

If you win the competition, we will publish your first name, surname, school and winning submission on the University of Leeds website, unless you ask us not to. We will amend or delete the information we publish on the University of Leeds website within one month of your request.

We are required to reveal the county, surname and winning submission of competition winners to the Advertising Standards Authority and we will only give out information that does not identify you.

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 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 Ln
Wilmslow
SK9 5AF
Telephone: 0303 123 1113