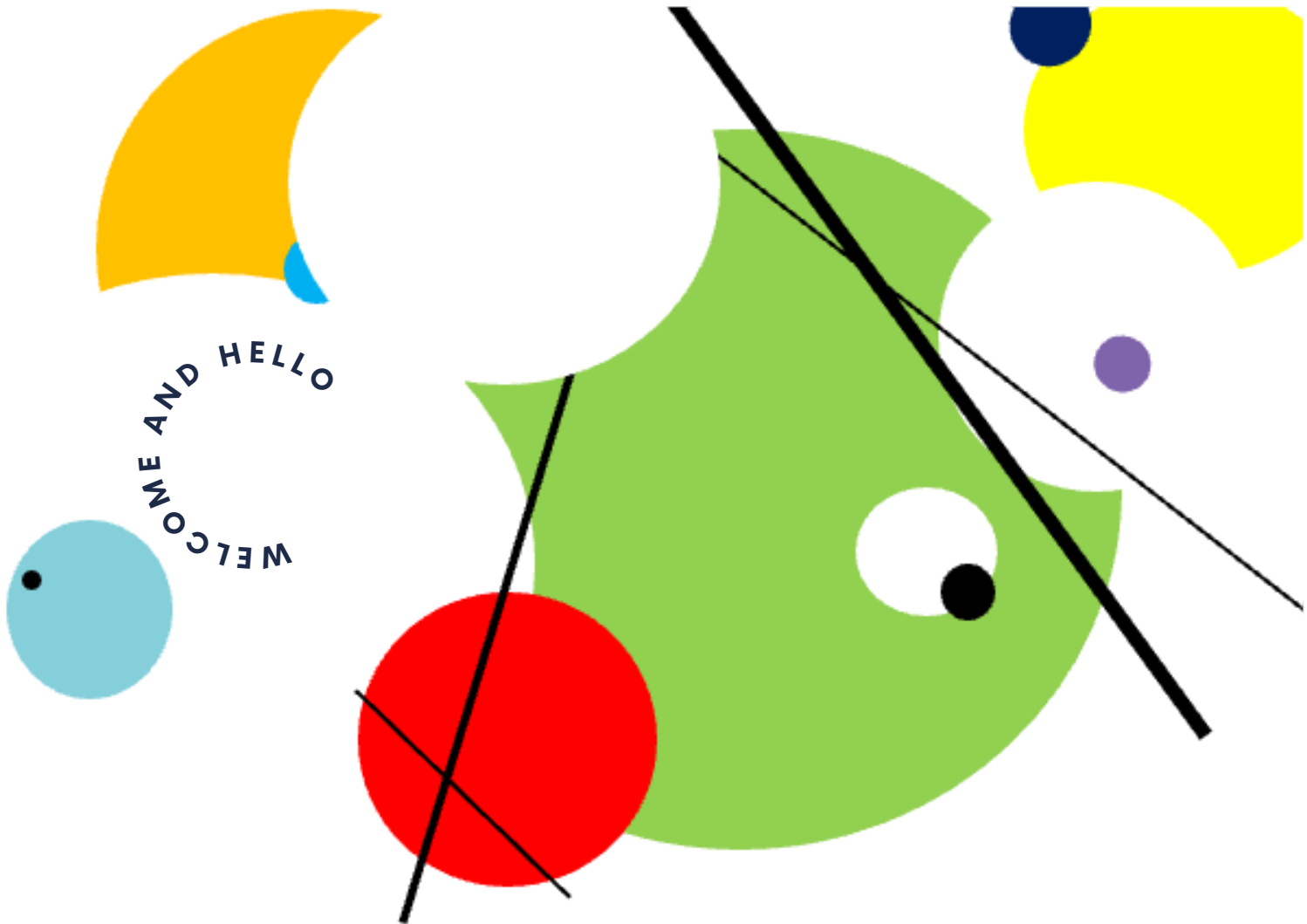


PROJECT CREATE



YOUNG PERSONS' ADVISORY GROUP INFORMATION PACK

CREATE.LEEDS.AC.UK



MORE INFO ON
[CREATE.LEEDS.AC.UK](https://create.leeds.ac.uk)



BEFORE WE START...

Welcome to the Project CREATE Young Persons' Advisory Group (YPAG). This information pack contains all the information you need to know about the project as well as important safeguarding information and key contacts and resources to support you as a member of the CREATE YPAG.



Project CREATE
Young People | Art | Social Science

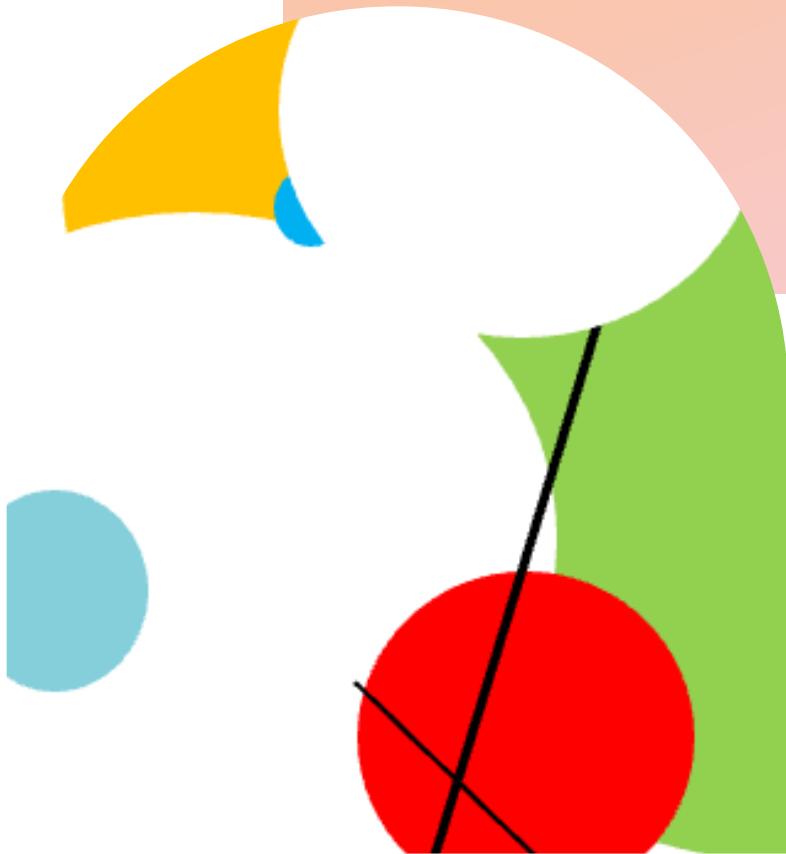


Medical
Research
Council

YOUNG PEOPLE
ART
SOCIAL SCIENCE

CONTENT

1. INTRODUCTION
2. KEY CONTACTS
3. SAFEGUARDING
4. SUPPORT RESOURCES
5. CONSENT
6. CODE OF CONDUCTS
7. PRIVACY NOTICE



let's get started





INTRODUCTION

What is Project CREATE?

Project CREATE - Creating Research Ecologies to Advance Transdisciplinary Learning: A Study of Adolescent Loneliness

Young people, social scientists & arts researchers have different ways of understanding and studying mental health. We can learn a lot more by working together more closely - but there are barriers. Project CREATE will tackle some of these barriers so research into adolescent mental health can benefit from our combined knowledge.

CREATE is a 2.5 year project, funded by the Medical Research Council and UK Research Institute. It is being delivered at the University of Leeds in collaboration with academics, scientists and arts researchers at University of Kent, Falmouth University, University of Oxford, Kings College London, University of Surrey, Royal Central School of Speech and Drama and University College London

Young people are in every strand of Project CREATE. We will bring youth experience and voice into communication with arts researchers and social scientists. Young people are supported throughout and will be involved in project governance and communication, in creating resources and in dissemination.

As members of the YPAG your experience and insight will be valued equally as those of the researchers; you can explore loneliness and try new creative approaches that may help your well-being, and hopefully have new opportunities to meet new young people. Longer-term, the project will help adolescent mental health as we will have better methods to use and understand creative methods that young people like. We will also use measures of mental health in more sensitive and youth-informed ways.



KEY CONTACTS

Project CREATE Team



To raise any questions or concerns about the project and any of the staff who work on the project, please contact:

Prof. Paul Cooke
Principal Investigator
P.cooke@leeds.ac.uk



For queries in relation to research and enquiry and if you cannot get in touch with the project manager, please contact:

Dr. Raginie Duara
Research Fellow
R.duara@leeds.ac.uk

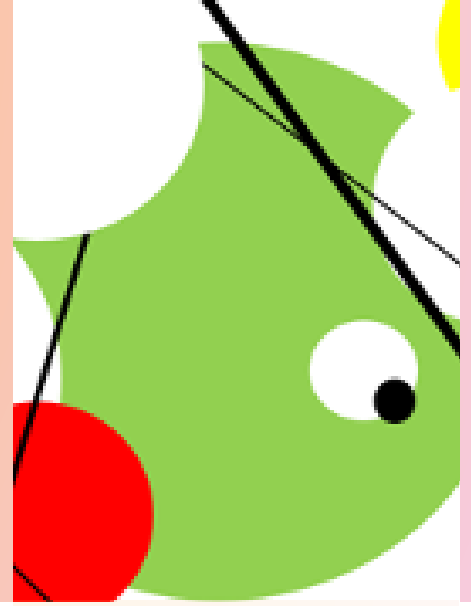


For enquiries, questions and information about the YPAG, project operations and safeguarding, please contact:

Danelle lee
Project Manager and Youth Outreach
Create@leeds.ac.uk
07561 865 630

SAFEGUARDING

Safeguarding Young People & Adults at Risk A guide for Participants, Parents & Guardians



Project CREATE Safeguarding Statement

The Project CREATE team believe that all children, young people, and adults at risk have the right to live a life free from harm and abuse and that everybody has a role to play in their protection. We place safeguarding at the heart of all our activities and those carried out by external partners.

We are committed to working in collaboration with young people and vulnerable adults in a way that promotes their autonomy, individuality and safety. Project CREATE recognises our responsibility in promoting the health, safety and wellbeing of all participants of our project in implementing robust safeguarding policies & procedures and continually reviewing and improving our ways of working to ensure the best possible outcomes on our projects. We understand that the safeguarding of children, young people and adults at risk is not limited to the delivery of safe programmes and our duty to recognise and respond accordingly to welfare issues unrelated to Project CREATE activities. We are committed to working with Local Authorities to prevent harm to children, young people, and adults at risk.

RESEARCH ABOUT ME
WITHOUT ME
NO

Definitions



Activity – any activity, programme or event arranged by or in the name of the Project CREATE for Children, Young People and/or Adults at Risk, or to be attended by Children, Young People and/or Adults at Risk.

Child, Children, Young Person and Young People – any person(s) who have not yet reached their eighteenth birthday.

Adult at Risk – any person(s) aged 18 years or over and has needs for care and support (whether the local authority is meeting any of those needs); is experiencing, or at risk of, abuse or neglect; or as a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of abuse or neglect.

Project CREATE – A Medical Research Council, UK Research Institute funded project at the University of Leeds.

External facilitator/Organisation – any organisation or individual that is employed through the project to perform/lead activities on behalf of the project.

Safeguarding Children and Young People – the actions taken to promote the welfare of children and protect them from harm.

This means:

- Protecting Children and Young People from abuse and maltreatment
- Preventing harm to their health or development
- Ensuring they grow up with the provision of safe and effective care
- Taking action to enable all Children and Young People to have the best outcomes.

Safeguarding Adults at Risk – the actions taken to promote the welfare of adults at risk and protect them from harm.

This means:

- Protecting adults at risk from abuse and maltreatment
- Responding to any signs that may indicate that abuse is occurring outside of our activities
- Taking action to enable all adults at risk to have the best outcomes.

Online Safety – keeping children, young people, and adults at risk safe when using online platforms such as social media platforms and live streaming forums and any devices which connect to the internet such as computers, smart phones and tablets.



This includes raising awareness of personal safety online and keeping personal information safe online.

Local Authority – the organisation responsible for public services in your area and promoting the interests of your local community. For safeguarding, this may include the police and departments responsible for the welfare of children, young people and adults such as Children's Services and Adult Social Care.

What types of harm and abuse may children & young people vulnerable to?

Abuse can be defined as the violation of a child's human rights, by any other person or group of people. This can range from treating someone in a way which significantly affects their emotional wellbeing, to causing physical harm. This includes, but is not limited to Physical, Sexual and Emotional abuse.

Neglect can be defined as the failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of a child's health or development.

Contextual safeguarding can be defined as an approach to understanding and responding to

understanding and responding to children's experiences of significant harm beyond their family and home that recognises the different relationships children have in their schools, peer groups, online and in their community. Parents and carers may have little influence over these environments.

Staff and volunteers are trained to recognise the indicators that a child may be experiencing or at risk of abuse, neglect or contextual safeguarding concerns.

What types are harm and abuse may adults at risk be vulnerable to?

Although adults at risk are vulnerable to many of the same types of abuse as children and young people, Project CREATE recognises that they may be at risk of other types of abuse or harm, particularly where they rely on the support and care of others, and staff and volunteers working with them are trained to identify any indicators that abuse or neglect may be taking place.

How does Project CREATE keep young people & adults at risk safe from harm and abuse during their activities?



Staff suitability – Project CREATE are committed to the recruitment and development of suitable staff.

This means:

- A Code of Conduct is in place for all staff working on Project CREATE activities.
- Staff receive a safeguarding induction and safeguarding training to make sure they fully understand their responsibilities to protect children, young people, and adults at risk, as well as what action to take if they have a concern.
- Staff receive ongoing support and supervision from Project CREATE and University staff.
- A clear process is in place for managing concerns around staff conduct or behaviour. This includes notifying the Local Authority/police where conduct harms a child, young person, or adult at risk.

Suitability of premises – Project CREATE makes sure that any venues used to carry out activities with children, young people and adults at risk are safe.

This means:

- Health & Safety checks are carried out.
- Risk Assessments are carried out to identify and minimise any risks.

- Venues provide Project CREATE team with insurance documents.

- Project CREATE team carry out 'Dynamic Risk Assessments' while using venues to identify and minimise any new or unforeseen risks.

- Site inductions are carried out so that all staff, children, young people, and adults at risk are made aware of general facilities, any areas which are "off limits" and the protocol for emergency evacuations.

Suitability of online platforms –

When engaging with children, young people, and adults at risk online, the Project CREATE team will:

- Risk assess online platforms to ensure they are safe for use.
- Ensure online platforms suitable to keep participant information secure.
- Ensure there is clear guidance in place for safe and appropriate use, including a code of conduct for staff and for participants.
- Train staff on safe use of online platforms and risks online.
- Make sure there are staff running and supervising online activities.

- Clearly outline safety measures for all participants and ensure they know the process to follow if there is an issue.

Suitability of activity providers – The Project CREATE team make sure that any third parties used to deliver activities on our behalf are suitable to work with children, young people, and vulnerable adults. The Project CREATE team will:

- Risk assess activities to make sure they are suitable and fit for purpose to deliver to children, young people and adults at risk.
- Carry out “Due Diligence” checks on third party activity providers to make sure they are suitable to work with children, young people, and adults at risk. This includes ensuring they have been through a safer recruitment process and have an appropriate DBS check.
- Supervise the delivery of all activities by a third party.
- Make sure third-party deliverers are aware of Project CREATE safeguarding arrangements.

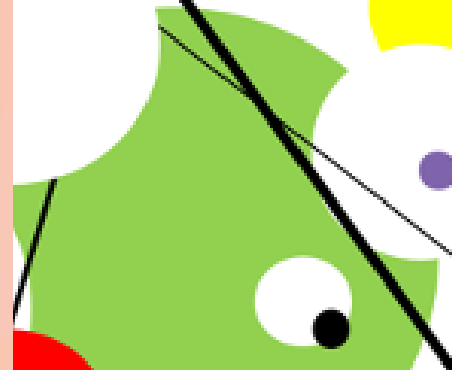
Safeguarding Arrangements – Project CREATE operate a safeguarding process for all activities, which includes:

- A Designated Safeguarding Officer (DSO) at every activity who is responsible for managing safeguarding concerns and informing the relevant people to make sure appropriate action is taken.
- A clear process is in place for managing safeguarding concerns and all staff working on the activity understand their responsibilities.
- A Code of Conduct is in place for all children, young people and adults at risk accessing an activity.
- Children, young people, and adults at risk are made aware of who they can speak to if there is a problem.
- On-call arrangements are in place to make sure senior staff are available to provide guidance and management in case of a serious incident.



SAFEGUARDING

Who can I contact if I have a concern?



Designated Safeguarding Officer

Danelle Lee

07561 865 630

create@leeds.ac.uk

Designated Safeguarding Lead

Anna Mankee - Williams

07885 421 485

anna.mankeewilliams@falmouth.ac.uk

Principal Investigator

Paul Cooke

paul.cooke@leeds.ac.uk

University of Leeds Safeguarding Officer

Iain Moody

0113 343 9418

i.j.moody.leeds.ac.uk

University of Leeds Designated Senior Officer

Jennifer Sewel

0113 343 4011

j.a.sewel@leeds.ac.uk

NSPCC

0808 500 5000

Anti-Terrorism Hotline

0800 789 321

NSPCC Female Genital Mutilation (FGM)

0800 028 3550

Stonewall (LGBTQ+ support & guidance)

0800 050 2020

Disclosures



What action will the Project CREATE team take if a safeguarding concern is raised, or a disclosure is made?

Recognise – Staff are trained to recognise the indicators that a child, young person or adult at risk is experiencing or at risk of abuse or harm. Staff understand their safeguarding responsibilities and where they have a concern, they will follow Project CREATE and University of Leeds procedures.

Respond – Staff will follow procedures by ensuring the immediate safety of the child, young person, or adult at risk. They will notify the activity's DSO, who will ensure that appropriate action is taken.

Report – The DSO will report the concern to the relevant people on a 'need to know' basis only to make sure that the child, young person, or adult at risk is supported in the most appropriate way.

Record – A thorough record of the concern will be made. This will include the date and time, the acts of what was seen or what was said only and the actions that have been taken so far. This record will be accurately updated as actions are taken.

Refer – Where the concern meets a 'Threshold' it will be referred to appropriate local authorities whose job it is to ensure protection of a child, young person, or adult at risk

(Police, Children's Services, Adult Social Care). This includes where the child, young person or adult at risk is at significant risk or harm or abuse, where a crime has been committed or where the conduct of a staff member would have caused serious harm to the person.

Who will the Project CREATE team share information about a safeguarding concern with?

The University of Leeds and Project CREATE operate a Data Protection Policy, which underpins the following government legislation:

- General Data Protection Regulations (GDPR) 2018
- The Data Protection Act (DPA) 2018

Project CREATE only collect, store, and share information that we need to for legitimate purposes and will inform all participants of how and why their information is being used.

The Project CREATE team are committed to working with parents and guardians of children, young people and adults at risk accessing our activities. When sharing a concern with a parent or guardian, the following will be considered:



- If discussing the concern will negatively impact upon the welfare or safety of the child, young person, or adult at risk (where the parent/guardian is the alleged perpetrator of abuse or harm).
- If the child, young person, or adult at risk consents to you sharing the information.

Where a child, young person or adult at risk is at risk of harm, the Project CREATE team will need to share personal information with other parties such as the Local Authority to ensure their safety. At times, this may mean that we need to share information of a concern without their consent. In this case we would always be open and honest with them about:

- What information needs to be shared,
- Why this needs to be shared, and
- Who it will be shared with.

The Project CREATE team will never promise a child, young person, or adult at risk that a disclosure or concern can be kept a secret.

Under GDPR and The Data Protection Act 2018, it is clearly stated that data protection is not a barrier to the sharing of information in relation to safeguarding.

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Schedule 8 of The Data Protection Act 2018 states the conditions for sensitive processing under Part 3 (Rights of the data subject) as:

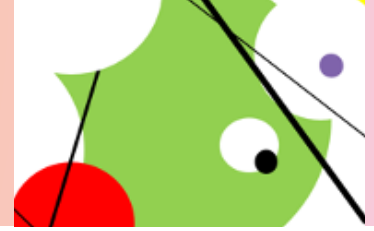
Safeguarding of children and of individuals at risk

This condition is met if —
(a) the processing is necessary for the purposes of —
(i) protecting an individual from neglect or physical, mental or emotional harm, or (ii) protecting the physical, mental or emotional well-being of an individual.

How does Project CREATE review safeguarding arrangements to make sure they are fit for purpose?

Project CREATE formally reviews all safeguarding policies and procedures once a year as a minimum. These are reviewed by an experienced and qualified Safeguarding & Incident Manager, The Senior Project Team, and The Board.

Policies and procedures are reviewed more frequently because of any of the following:



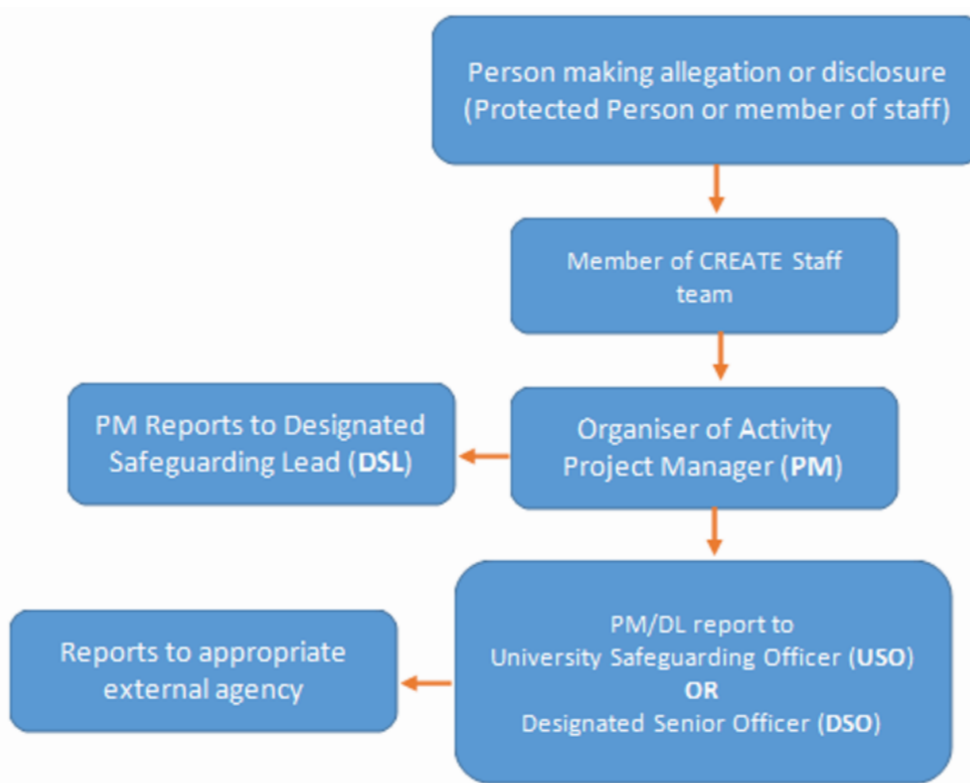
- Changes to government legislation or guidance.
- Changes to risk (for example, the outbreak of COVID19).
- Review of an incident on a Project CREATE activity where lessons have been learned on how something could have been done differently.
- When new resources or information are available which change the way we operate.

Disclosure Process

If you are not happy with something someone has said or done to you, or you see/hear something that worries you or you do not think is right, please report it to a member of the Project CREATE team as soon as possible.

This could be **Danelle Lee** who is the Youth Outreach lead and on site Designated Safeguarding Officer (DSO), and you can call her on **07561 865 630**, or you can email create@leeds.ac.uk. However, **we cannot promise to keep what you tell us secret if we think your safety or the safety of others is at risk of harm.**

When a participant, staff member or other persons makes a disclosure, the relevant Project CREATE team member will follow the below process.



National Support Services



Service	What they do	Contact	Opening hours
Childline	Childline is here to help anyone under 19 in the UK with any issue they are going through.	Call: 0800 1111	Childline is free, confidential, and available any time, day, or night.
Samaritans	All ages - If you are feeling suicidal, lonely, or depressed, we are here for you. Whatever the reason, you will get help from a trained volunteer offering non-judgmental support.	Call or text: 988 or 116 123	Samaritans is free and confidential
Shout	Shout provides support for young people across the UK experiencing a mental health crisis. All texts are answered by trained volunteers, with support from experienced clinical supervisors. Online resources: https://www.youngminds.org.uk/young-person/	Text: SHOUT to 85258. Texts are free from EE, O2, Vodafone, 3, Virgin Mobile, BT Mobile, GiffGaff, Tesco Mobile and Telecom Plus.	Shout provides free, 24/7 text support
The Mix	If you are aged 11-25 and need help but do not know where to turn, call us for FREE. We will explore your situation with you and find organisations that may be able to help you further. you can contact their crisis messenger service by texting THEMIX	Call: 0808 808 4994 Text THEMIX to 85258.	Open from 4pm to 11pm Monday to Saturday. 24/7 – text support
Hope Line UK	For children and young people under the age of 35 who are experiencing thoughts of suicide. Our advisers are all trained to help you focus on staying safe from suicide. Their training enables them to provide advice and support that may help you to move forward and stay alive.	Call: 0800 068 4141 Text: 07860039967	9am – midnight every day of the year

PARTICIPATION REQUIREMENTS

In order to participate in the Project CREATE YPAG you will need to have agreed to and signed to the below participation requirements.

The funding for this project has been provided by the Medical Research Council, and as such to capitalise on this funding and promote and develop the work and research of this project to medical and health professionals, our lawful basis for gathering and using your/your child's data is for the purpose of a 'task in the public interest'. Where we capture and use, audio and video recordings and photography of you/your child for promotional and engagement purposes we are using 'Legitimate Interest'. Also, the University of Leeds relies on public task for processing personal data for research purposes.

By agreeing to these terms and participating in this YPAG you are demonstrating your understanding that if you change your mind we are not required to amend or remove your data, and that once any material is published online we cannot guarantee right of erasure.

1. I have read and understood the information for the CREATE study. I have had the opportunity to consider the information, ask questions and have had these answered satisfactorily.
2. I understand that my/my child's participation is voluntary and that I/they are free to withdraw at any time, without giving any reason.
3. I understand who will have access to my/my child's personal data, how the data will be stored and what will happen to the data at the end of the project.
4. I understand that my/my child's personal information is confidential except in the rare circumstances in which it is judged that I/they or someone else is at risk of serious harm (in which case only information necessary to the emergency would be communicated).
5. I understand that the research data collected during the study may be looked at by authorised people outside the research team.
6. I understand that my/my child's artworks will be shared with other researchers and used in research reports and publications. I will be able to choose whether I/my child would like to be credited or not.

PARTICIPATION REQUIREMENTS

7. I understand the things I/my child says or writes during the sessions or in questionnaires may be used in research reports and publications, without mentioning my/ my child's name.
8. I understand that survey data, transcripts and session notes and artworks from my/your child's participation may be shared with researchers outside of the project team for additional analysis. I understand that information that might potentially identify me/my child (e.g., school names) will be removed before sharing.
9. During the workshops you/your child will be invited to give interviews, have audio, video recordings and/or photographs captured of you/your child. You/your child understands that this data will be used for research and promotion purposes. However, notice will be given prior to any photography, video and audio recording and you/they can choose not to be included.
10. During the workshops you/your child will be invited to produce artworks, individually or with others. Throughout the project we will choose what artworks we'd like to share publicly. By initialling, you/your child agrees with your/your child's artwork being shared publicly, for instance as part of a book or exhibition or online.

PLEASE NOTE:

Throughout your participation on Project CREATE you will be routinely asked for consent to have your image or voice recorded/filmed prior to any recording/filming as well as final editing rights to any posting/sharing of this content on our website.

As mentioned above, some of the purposes for these recordings will be to post/share them on our website and social media channels like twitter. It is important to remember that once this data has been published online we have limited control as to who has access to it and how they use it. Should you wish us to withdraw your image/data from online we can and will remove from our website and social media channels, but cannot perform this function for any activity beyond this.

In Project CREATE we believe that every individual has the right to feel safe and respected. To support this we ask that all participants agree and follow the below rules while engaging with any face to face or online activities.

- 1.** While attending workshops, I will not be permitted to bring or consume alcohol, illegal or intoxicating substances or bring or use weapons of any nature.
- 2.** While attending workshops, I am required to follow any evacuation or emergency procedures as directed by Staff.
- 3.** I understand that the University of Leeds and Project CREATE treats all forms of abuse, bullying, intimidation, sexist and racist behaviour very seriously.
- 4.** I must not engage in any anti-social behaviour or abuse of any kind towards other participants or Staff. I/your parents/carers will be held responsible for any intentional damage to University property while attending workshops.
- 5.** Where Staff have reason to believe that you have engaged in any serious incidents in breach of the above e.g. possession of alcohol, fighting, abuse etc I understand that I will not be allowed to continue in Project CREATE and if I am onsite, arrangements will be made to remove me from site to my home. In that event and if under 16, my parents/carers will be responsible for collection.
- 6.** Upon commencement of project CREATE, I understand that Staff may require me adhere to additional reasonable rules applying to the specific activities which I may undertake. To ensure the health and safety of me, other participants and staff, I am are expected to comply with such reasonable rules.
- 7.** I will not give out any personal information to other members of the workshop or ask for theirs in return, including personal phone numbers and social media handles.

8. While participating in an online meeting or workshop I agree to NOT
 - Make a visual or sound recording of any or part of the meeting
 - Take photos, screen grabs or stills of any participant or their written thoughts/opinions.
9. I agree to respect the ideas, beliefs and suggestions of other participants by not laughing at them or arguing with them, or interrupting and talking over them.
10. I understand that the information and stories that are shared in the meeting are confidential and cannot be shared outside the group.
11. I will not ask other participants or staff members to connect on social media platforms as friends or contacts, this includes but is not limited to: Facebook, Instagram, Twitter, Snap Chat etc.
12. I will not send anyone material that could be considered threatening, bullying, offensive or illegal.
13. I will not reveal my passwords to anyone.
14. I will not deliberately browse, download or upload material that could be considered offensive or illegal. If I accidentally come across any such material I will report it immediately to the project leader/facilitator.
15. I will not deliberately browse, download or upload material that could be considered offensive or illegal. If I accidentally come across any such material I will report it immediately to the project leader/facilitator.
16. I will be responsible for my behaviour when using the internet as part of online and face to face workshops, including social media platforms, games and apps. This includes the resources I access and the language I use.
17. I will not arrange a face-to-face meeting with someone I meet online or other participants in the workshop unless I have discussed this with my parents and/or group leader and am accompanied by a trusted adult. If 18 or over I will not arrange to meet up with any other participant who is not 18 or over.

When attending online meetings please follow the below guidance:

- **Project YPAG meetings will take place on Zoom - please let us know if this is a problem.**
- **When you sign in, avoid use your full name.**
- **Blur your background, especially if you attend meetings in your bedroom.**
- **Try and attend meetings in a quiet room, where there is no-one who can overhear the meeting.**
- **If you are 14 and under please have an adult nearby who can support you if you need help. In this event, the parent/guardian/carer is subject to the same confidentiality agreement.**
- **You do not have to have your camera on when attending.**

Concerns

If you are concerned or upset about anything you see on the internet or any messages that you receive, you can contact and talk to:

Danelle Lee - Project Manager and Youth Outreach on either **07561 865 630**, or email **create@leeds.ac.uk**.

Breaking the Code of Conduct.

If you fail to comply with the code of conducts you may be asked to leave the YPAG and in the event of serious misbehaviour on your part you will not be allowed to continue participation in the YPAG .

If you are under 16, it's important that you understand that any breach of the rules may be reported to your parents/carers and you agree that a member of the Project CREATE team may speak to your parents/carers with regard to your performance and general welfare. You understand that the team member will inform you when they have spoken to your parents and will, upon request, tell you what they have said.

Any behaviour that is deemed as illegal/breaking the law will be reported to the relevant authorities and if you are 18 or over it will also be reported to the Data Barring Service (DBS).

CREATING A SAFE CREATIVE SPACE FOR ALL.

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:

Email: create@leeds.ac.uk

Our data protection officer is **Rebecca Messenger-Clarke**. You can contact her by:

Email: dpo@leeds.ac.uk

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

How we collect your information

The information we have about you is provided by:

- You when you register for the project.
- Your parent/carer when they register for the project on your behalf

Who we might share this information with

To help us to organise and evaluate projects we may share data with other teams in the University.

We may share some of your information with other organisations who work with us to administer activities as part of this project, for example, your contact details, health, religious or dietary information. We will only share necessary information and will do this anonymously where possible, if we do share information that could identify you, we will only do this with your Consent.

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 funding organisations, and other partners we work with during the project.

How 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, and project leaders involved in administering and monitoring applications to project.

Your data will not be transferred outside the EU.

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 and Legitimate Interest.

We will ask you for disability/health and dietary data to support your participation and to ensure the activities are inclusive of your needs. We will only process this if you choose to be a part of the project.

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 will be taking photographs/audio and video recordings during the project as well as collect research material and data as part of the research element of the project and to promote the project to a wider audience. Sometimes this data will be shared online. We will always let you know when this is happening, and you will have the opportunity to opt out of having your image captured. Before we publish any of this in an online or public forum you will have final editing rights.

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

Special Category data

Project CREATE has specific requirements that require the research to be conducted with a diverse and varied participant group. We may ask you for sensitive data known as special category data, this includes things health data, we use this to ensure we meet the health and safety needs of our participants.

We will only share special category data with university of Leeds staff and affiliated staff working on the project if it is important to keeping participants safe. This might be disclosing allergies and any known mental health concerns, that could be triggered by the sensitive nature of the project's themes.

Asking for your data to be removed or deleted

To fulfil the participation of 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.

Project CREATE has some eligibility criteria and we will need to process data to ensure you meet those criteria, for example date of birth, 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.

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 project accessible for you.

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

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 the Information Commissioner Office website for further information on the above rights. You may also contact the project team on create@leeds.ac.uk for further information about our youth outreach and how we treat your data.

You have a right to complain to the Information Commissioner's Office about the way in which we process your personal data. Please see the Information Commissioner Office website.

Information Commissioner's Office

Wycliffe House
Water Lane
Wilmslow
SK9 5AF

Phone: 0303 123 1113



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
Name of Participant	Keep a record of who attends the project.	<ul style="list-style-type: none"> • Application form to be a member of Young Person Advisory Group filled out by applicants over the age of 16. • Application form to be a member of Young Person Advisory Group filled out by parent or carer when participant is under the age of 16. 	12 months after completion of the project	Public Task
Date of birth	Ensure meeting eligibility criteria of the project.	<ul style="list-style-type: none"> • Application form to be a member of Young Person Advisory Group filled out by applicants over the age of 16. • Application form to be a member of Young Person Advisory Group filled out by parent or carer when participant is under the age of 16. 	12 months after completion of the project	Public Task
Home postcode, ethnicity	Monitor the diversity of the project.	<ul style="list-style-type: none"> • Application form to be a member of Young Person Advisory Group filled out by applicants over the age of 16. • Application form to be a member of Young Person Advisory Group filled out by parent or carer when participant is under the age of 16. 	12 months after completion of the project	Public Task
Participant disability/ health information	Make the project accessible and inclusive of your needs	<ul style="list-style-type: none"> • Medical and consent details Form 	This information will be deleted within one month of you ending your participation on the project.	Vital Interest

PRIVACY TABLE

Data	What we do with this	How we ask for this	How long we keep this	Legal Basis
Parent/carer / emergency contact name, mobile number and email address	<p>Administer your participation</p> <p>To contact in case of an emergency</p>	<ul style="list-style-type: none"> • Application form to be a member of Young Person Advisory Group filled out by applicants over the age of 16. • Application form to be a member of Young Person Advisory Group filled out by parent or carer when participant is under the age of 16. 	<p>This information will be deleted within one month of you ending your participation on the project.</p>	<p>Public Task</p>
Online and participatory consent forms	<p>Ensure that you're aware of how we will use your data and output for the purposes of the project</p>	<ul style="list-style-type: none"> • Online Form that is completed prior to joining the project 	<p>This information will be deleted within one month of you ending your participation on the project.</p>	<p>Legitimate Interest and Public Task</p>
Video, audio recording and photography of participant	<p>For the purposes of improving research and analysis of adolescent mental health practices and processes using arts-based practices.</p> <p>Promote the work of the project to health professionals and academics in the wider community who are interested in youth mental health research.</p>	<ul style="list-style-type: none"> • During online meetings or face to face workshops and advocacy campaign. 	<p>All material will be kept for at least 25 years after completion of the project due to the condition from the funders.</p> <p>Where any of this data is shared online or published in the public forum, we cannot guarantee the right to erasure.</p>	<p>Legitimate Interest</p>