Project CREATE

Updated 25th October 2023

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-Clark**. 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

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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 shared. 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.

WhatsApp

As part of the YPAG you will be asked if you wish to join a WhatsApp group to help you plan and deliver an advocacy campaign, to do this we will use your mobile phone number.

We will ask for your consent to do this, and you can opt out of the group at any time. If you do join the group other group members will then have access to your phone number and we cannot control how WhatsApp use your data.

You can still be part of the project and the advocacy campaign if you choose not to be a part of the WhatsApp group.

Before you provide consent to being added to the WhatsApp group, please ensure you have read **WhatsApps Privacy Notice.**

Special Category data

We may ask you for sensitive data known as special category data, this includes things like health data and we use this to ensure we meet the health and safety needs of our participants.

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.

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.

To fulfil participation requirements 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.

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

Asking for your data to be removed or deleted

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

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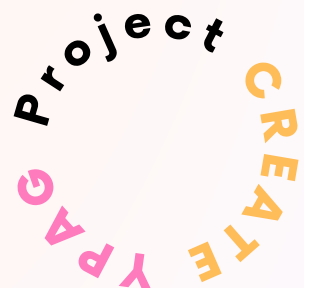
You have a right to complain to the Information Commissioner's Office about the way in which we process your personal data. Please see the Information Commissioner Office website.

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.	• 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.	• 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	Monitor the diversity of the project.	• 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
Parent/carer / emergency contact name, mobile number and email address	Administer your participation To contact in case of an emergency	• 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.	This information will be deleted within one month of participants ending participation on the project.	Public Task
Participant disability/ health information	Make the project accessible and inclusive of your needs	• Medical and consent details Form	This information will be deleted within one month of participants ending 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
Mobile/ telephone number/s	Administer your participation Keep you informed about YPAG activities Enable participation in WhatsApp group	• Online Form that is completed prior to joining the project • With written consent from participants and Parent/Guardians where participants are under 16.	This information will be deleted within one month of participants ending participation on the project.	Public Task Consent
Video, audio recording and photography of participant	For the purposes of improving research and analysis of adolescent mental health practices and processes using arts-based practices. Promote the work of the project to health professionals and academics in the wider community who are interested in youth mental health research.	• During online meetings or face to face workshops and advocacy campaign.	All material will be kept for at least 25 years after completion of the project due to the condition from the funders. Where any of this data is shared online or published in the public forum, we cannot guarantee the right to erasure.	Legitimate Interest
Online and participatory consent forms	Ensure that you're aware of how we will use your data and output for the purposes of the project	• Online Form that is completed prior to joining the project	This information will be deleted within one month of participants ending participation on the project.	Legitimate Interest and Public Task

YOUNG PEOPLE / ART / SOCIAL SCIENCE

Project CREATE
Young People | Art | Social Science