



Students Union Privacy Notice

Originator: Students' Union
Date: September 2024

This Notice explains how Leeds Arts Union ('the Union') will collect and use your personal data. The Union is an unincorporated association of Leeds Arts University ('the University'). This means that the University is the Data Controller for the information that you share with the Union, and that the [Students and Prospective Students Data Privacy Notice](#) will continue to apply for all processing of your personal data undertaken by the University. However, we have written a separate privacy notice for the Union's processing of your personal data, to help you understand how they will use your information and for what purpose.

Where do we get your personal data from?

You will automatically become a member of the Union at the point of enrolment. You can easily opt out of membership at any time by emailing student.union@leeds-art.ac.uk

We process any personal data that you share with us directly, either through sending us an email, completing a form, signing up to a society or otherwise engaging with the Union.

What personal data do we hold?

The personal information that we collect and process about you will include data such as:

- Name and/or preferred name
- Student email address
- Date of birth
- Home address
- Course and level
- Societies that you sign up to be a part of
- Union events that you sign up to attend
- Information you have provided as part of a submission to an exhibition, brief, initiative or feedback form conducted by Leeds Arts Union
- Photographs or digital copies of artwork you have produced and submitted for Union initiatives or exhibitions
- Photographs taken of you at Leeds Arts Union events
- Any other personal information that you choose to share with us

Special Category Personal Data

We also need to process special category personal data about you. Special category data has a very specific definition in Data Protection Legislation, and includes, but is not limited to, your:

- Health data, including any disability information and/or additional support needs
- Race
- Ethnicity
- Religious or philosophical beliefs
- Sexual orientation

When we process special category personal data, we are required to apply additional protections to it. We only process it in certain situations, where the law allows us to do so. This could include your consent, where we have a legal obligation, or where the purpose satisfies another legal justification.

Will we send your data to third party organisations?

We do not sell or otherwise transfer personal data to any third parties unless you have consented to this or this is permitted or required by law.

Instances where we may share your personal data with a third party include:

- Sharing your personal information, including special category personal data, with sports coaches if you sign up for a MOVE membership, or if you join one of our dedicated sports societies.
- Sharing your personal information, including special category personal data, with sports venues if you join one of our dedicated sports societies, and where training takes place off site.
- Sharing your personal information with sports leagues, if you join one of our dedicated sports societies that is part of a league, and if you have indicated that you wish to be part of that league.
- Sharing your personal information, including special category personal data, with instructors if you sign up for a workshop or other Union event.
- Sharing your personal information with society leaders if you sign up to be part of a Union society. This would be limited to your name and email address and would never include your special category personal information.
- Sharing your personal information with third party training providers, for example First Aid training which is required for anyone taking up a student role within the Union.

Photographs taken of you or your artwork may be shared on the Leeds Arts Union website, the Leeds Arts University website, social media platforms and/or on printed materials. These photographs may be used for the purposes of promoting, advertising and marketing Leeds Arts Union and/or

Leeds Arts University, including events, activities or initiatives.

How will we communicate with you?

We will primarily communicate with you through your student email address, or face to face if you come in to speak to us in person. The Union will also use social media, the Union website and eStudio to communicate with the student body.

Your rights as a data subject

Data Protection Legislation gives you a number of rights to protect your personal data and its use.

You have the right to:

- Withdraw consent 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. This means that in certain circumstances you can request that your details be removed from systems that we use to process your personal data
- Restrict the processing of your personal data in certain circumstances
- Obtain a copy of your data in a commonly used electronic form
- Object to certain processing of your personal data by us

If you would like to discuss any of these actions, or request any of them to be done, you can contact us at dpo@leeds-art.ac.uk.

Please see ico.org.uk for further information on the above rights.

Legal basis for processing your data under Data Protection Legislation

We will only keep your information for as long as is necessary for us to fulfil the purposes we collected it for, including satisfying any legal, accounting or reporting requirements. Sometimes we may anonymise personal information so that you are no longer identifiable by the data. In these cases, we may use this information without further notice to you.

We only process your personal data where we have established a legal basis for processing. There are 6 bases for processing that are laid out in Data Protection Legislation, which we use to support our processing of your personal information:

The legal bases for processing are maintained by the University as Data Controller. These are outlined in the [Students and Prospective Students Data Privacy Notice](#).

How can I complain?

You can contact the Data Protection Officer for any complaints at dpo@leeds-art.ac.uk.

You can also lodge a complaint with the Information Commissioner's Office. They can be contacted via their website, or at:

Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Changes to this Information

We may update this information and we will notify you when we do this where necessary. This document was last updated on 2nd September 2024.