# Leeds to Success Privacy Information

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| **Data** | **What we do with this** | **How we ask for this** | **How long we keep this** | **Legal Basis** |
| **Name of Student** | Track which of our projects you take part in and whether you apply for any of our courses. We will combine this with information about which activities you take part in to assess the success of those activities. | * Attendance register filled out by teacher * Permission form filled out by parent in Year 7 * Permission form filled out by student in Year 11 | 9 years (tracking up to two years after your expected finish date in Year 13) | Public Task |
| **Date of birth** | Track which of our projects you take part in and whether you apply for any of our courses. We will combine this with information about which activities you take part in to assess the success of those activities. | * Permission form filled out by parent in Year 7 * Permission form filled out by student in Year 11 | 9 years (tracking up to two years after your expected finish date in Year 13) | Public Task |
| **School name** | Administration | Email | 5 years (project runs for 5 years) | Public Task |
| Evaluation | Student pre-programme questionnaire | Pseudonymised on collection (anonymised at the end of the following academic year) | Public Task |
| **Year group** | Administration | Attendance register filled out by teacher | 9 years (tracking up to two years after your expected finish date in Year 13) | Public Task |
| Monitor the impact of the project | Student pre-programme questionnaire | Pseudonymised on collection (anonymised at the end of the following academic year) | Public Task |
| **Home postcode** | Monitor the impact of the project | Student pre-programme questionnaire | Pseudonymised on collection (anonymised at the end of the following academic year) | Public Task |
| **Teacher name, mobile phone and email** | Administer your participation | Pre-campus event checklist | 5 years (duration of the project) | Public Task |
| **Parent/carer name, mobile number and email address** | 1. Administer your participation 2. Market our parent/carer activities | Parent sign-up form | 5 years (duration of the project) | 1. Public Task  2. Consent |
| **Parent/carer disability/health** | Make the project accessible and inclusive of your needs | Parent sign-up form | 5 years (duration of the project) | Consent  Explicit Consent  Vital Interest |

**Anonymous data we collect**

We will ask your teacher for anonymous information about you to assess your eligibility to take part and to make the project inclusive of your needs, this will include whether you are eligible for free school meals, pupil premium or have lived in public care and your health, dietary and religious requirements.