# Futures Project 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** | 1. Administer your participation 2. Track which of our projects you take part in and whether you apply for any of our courses | Online form | 3 years | Public Task |
| **Date of birth** | Track which of our projects you take part in and whether you apply for any of our courses | Online form | 3 years | Public Task |
| **School Name** | Administer your participation | Online form | 3 years | Public Task |
| **Year group** | Administer your participation | Online form | 3 years | Public Task |
| **Home postcode** | Assessing your eligibility for a project | Online form | 3 years | Public Task |
| **Ethnicity and Health Data** | 1. Some subjects will specify criteria and will require this data to check your eligibility for the project (you will be told if this is the case) 2. Some subjects will use this data to assess the impact of our projects on specific groups (you will be told if this is the case and can choose whether to give us this information) | Online form | 1. One calendar month from the start of the project 2. 3 years | Public Task and Reasons of Substantial Public Interest (Statutory and Government purposes) |
| **Email addresses:**   * **Student** * **Parent/Carer** * **Teacher** | Administer your participation | Online form | 3 years | Public Task |
| **Access to Leeds criteria:**  <https://www.leeds.ac.uk/access-to-leeds/doc/am-i-eligible> | Assessing your eligibility for a project | Online form | 3 years | Public Task |
| **Telephone number of student** | Administer your participation | Online form | 3 years | Public Task |
| **Emergency/Next of Kin name and telephone number** | Administer your participation | Online form | 3 years | Public Task |
| **Disability/Health** | To make the project inclusive of your needs | Online form | 3 years | Consent  Explicit Consent  Vital Interest |
| **Dietary requirements** | To make the project inclusive of your needs | Email follow up | 3 years | Consent  Explicit Consent  Vital Interest |
| **Religious requirements** | To make the project inclusive of your needs | Email follow up | 3 years | Consent  Explicit Consent |

**Unsuccessful applicant data:** If you do not gain a place or do not accept your place on a project, we will delete your data within 1 month of the start of the project.