

Leeds Assessment Centre

Student Privacy Notice

This Notice explains how we will collect and use your data.

We are the data controller for personal data that we process about you.

Throughout this Notice, “University” refers to the University of Leeds, “the Centre”, “we”, “our”, and “us” refers to Leeds Assessment Centre. “You” and “your” refers to those expressing an interest in or are in the process of using our services, together with those who have used our services.

The Leeds Assessment Centre Privacy Notice should be read in conjunction with the main University of Leeds Student Privacy Notice, which is available from www.leeds.ac.uk/privacynotice.

Changes to this Notice

We reserve the right to make changes to this Notice. We shall inform you of any changes to this notice using the appropriate medium of communication (e.g. where your main contact with us is by email, we will email you). You can obtain the current version from our website at

http://students.leeds.ac.uk/info/10720/how_we_can_support_you/724/leeds_assessment_centre.

Anything you are not clear about

If there is anything you are unclear about, please contact Leeds Assessment Centre in the first instance and we will be happy to answer any queries you may have concerning this Notice and the way in which we process your personal data.

Where does Leeds Assessment Centre get your personal data from?

We obtain personal data about you from the following sources:

- From you, when you send us documents and complete a completed Pre-assessment form and within the Needs Assessment session;
- From you, when you contact us via email, phone or post;
- From medical or health and social care professionals, or those providing you with evidence of your disability, when you have given permission for them to contact us directly;
- From other Services and academic Schools within your Higher Education institution, if you declare a disability and give your consent for your information to be shared with us;
- From third party sources such as disability support funding bodies (e.g. Student Finance England) when you have given your consent to them to provide us with that data.

Categories of personal data being processed

Personal data may contain “special categories of data” as described under the GDPR. Such “special categories of data” will include information about your physical or mental health and/or disability.

The purposes for which we process your personal data and the legal basis for that processing

In general terms, we process your personal data for the administration of the Needs Assessment service we provide and in order to ensure that we can meet our obligations to provide an appropriate standard of Needs Assessment service.

Who might we share your data with?

The Centre must share some of your personal data with third parties. For example, we must share the Needs Assessment Report we produce with your disability funding body.

Additional notices and guidance/policies

We also have some additional notices, guidelines and policies with further useful information about the way in which we process your personal data:

- **The University of Leeds Student Privacy Notice**, which contains additional details about the way the University processes your personal information: http://www.leeds.ac.uk/secretariat/documents/student_privacy_notice.pdf
- **Leeds Assessment Centre Confidentiality Policy** – this contains additional detail on the information we gather and share. See [\[http://students.leeds.ac.uk/info/10720/how_we_can_support_you/724/leeds_assessment_centre\]](http://students.leeds.ac.uk/info/10720/how_we_can_support_you/724/leeds_assessment_centre)
- **Our website** – we use Cookies (that will collect your personal data) on our web pages. Please see the University policy on the use of Cookies at http://www.leeds.ac.uk/info/5000/about/237/privacy_notice.

Unwanted communication

We will from time to time communicate with you by email, post and telephone.

If, at any stage, you are concerned about the content of these communications, or you wish to change the method of communication that we use, please contact us at assessmentcentre@leeds.ac.uk.

If you are unsuccessful in unsubscribing from our communications and/or remain concerned, please contact the Centre.

Retention periods

The Centre's commitment to the students we work with is open ended in that funding bodies can ask us to review Needs Assessments or provide additional information on disability support at any time in the future. However, beyond a certain duration this is no longer practical or advisable. In the interests of data security we will only hold information for 10 years.

Your rights as a data subject

We thought it would be helpful to set out your rights under GDPR. 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, 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; and
- object to certain processing of your personal data by us.

Please see <https://ico.org.uk/> for further information on the above rights. You may also contact the Data Protection Officer for further information.

You have a right to complain to the Information Commissioner's Office about the way in which we process your personal data. Please see <https://ico.org.uk/>.

Legal basis for processing your data under GDPR

Leeds Assessment Centre relies on your consent to process personal data relating to you; without this consent the Assessment Centre cannot provide you with support. In some instances we will seek your further consent to share your data more broadly than with those who are immediately involved in assessing and meeting your needs.

In certain exceptional circumstances (such as where there is an immediate and serious threat to your personal safety or to the safety of others), we may disclose your information without your consent.

Concerns and contact details

If you have any concerns with regard to the way your personal data is being processed, or have a query with regard to this Notice, please contact Leeds Assessment Centre in the first instance. Our contact details are as follows:

Leeds Assessment Centre
Chemistry West Block
University of Leeds
Leeds

LS2 9JT

assessmentcentre@leeds.ac.uk

+44 (0)113 343 3927

Alternatively, you can contact the University's Data Protection Officer, Adrian Slater, at a.j.slater@adm.leeds.ac.uk.

The University's data controller registration number provided by the Information Commissioner's Office is Z5538