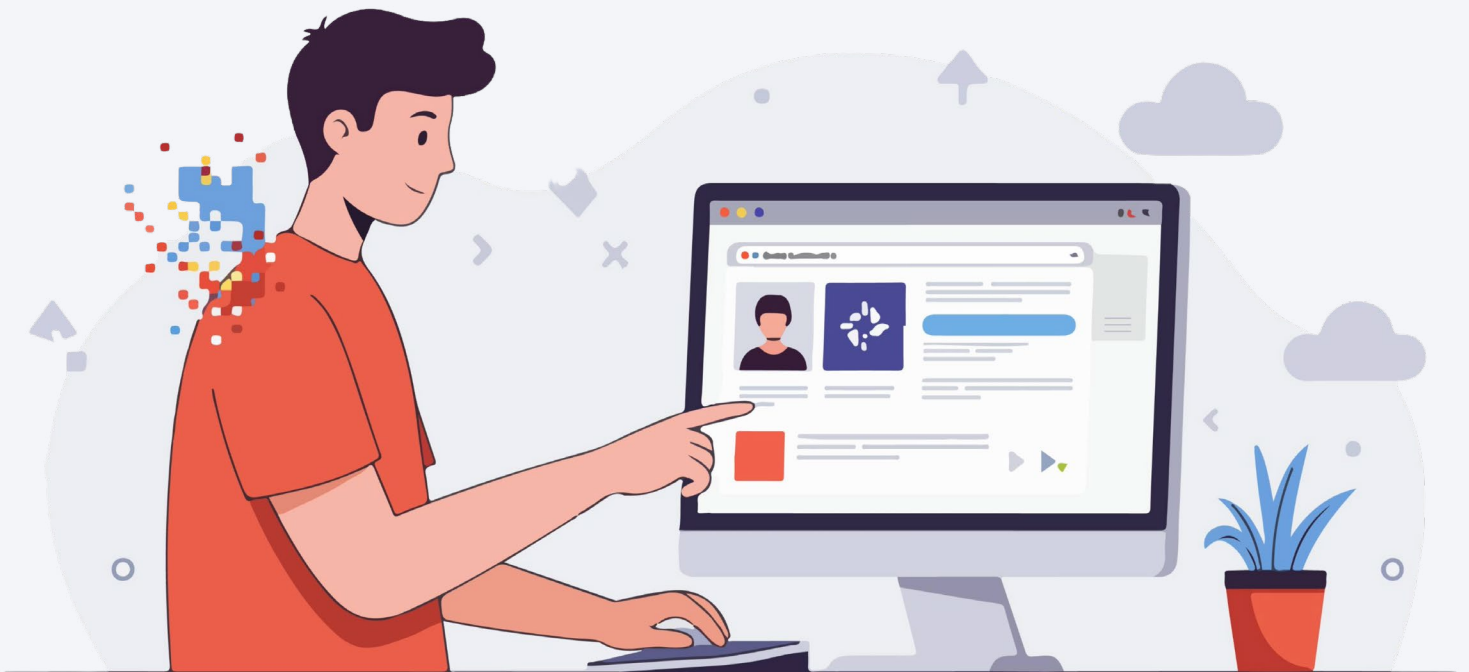




LARA

**Learning disability and Autism
Research Access (LARA) Group**

Privacy Notice



**An easy-read guide to how the
LARA group keeps your
information safe**



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About this privacy notice



This privacy notice is for the Learning disability and Autism Research Access (LARA) group.



Please read this privacy notice if you would like to join the LARA group.



You can also read the privacy notice on our LARA group webpage [here](#).



The University of Leeds is the Data Controller for the LARA group.



That means it is responsible for keeping your information safe and secure.



The University of Leeds is registered with the Information Commissioner's Office.

Its registration number is Z553814X.



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'We' and 'our' in this privacy notice means the University of Leeds.

How we use personal information



If you join the LARA group, we will use your personal information.



The personal information will be your name and email address.



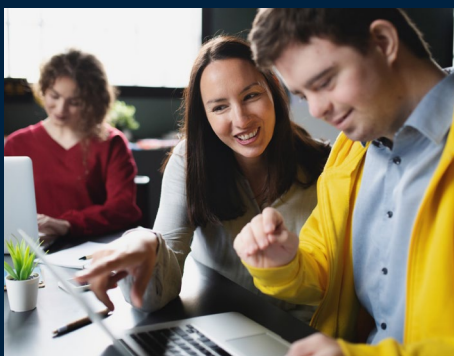
We will collect the personal information directly from you.



We will use your personal information to:



Share information related to the LARA group with you.



Invite you to LARA group meetings and other activities.



Our legal basis for using your personal information is 'consent'.



Consent means that you agree for us to use your personal information.



We will ask you to give consent by filling in the sign-up form or emailing Anna Anderson via A.Anderson@leeds.ac.uk.



We will only use your personal information if you agree to that.

How we keep personal information secure



We will store your personal information on secure University of Leeds computer systems.



We will follow the University of Leeds Data Protection Code of Practice.



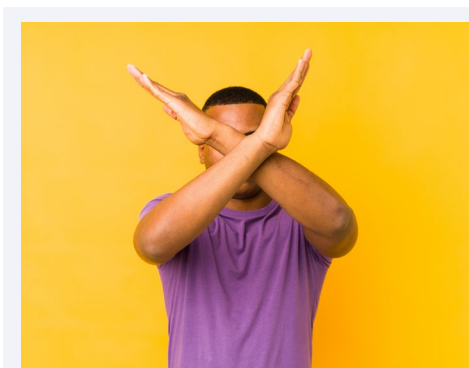
We will keep your personal information as long as the LARA group is still going.



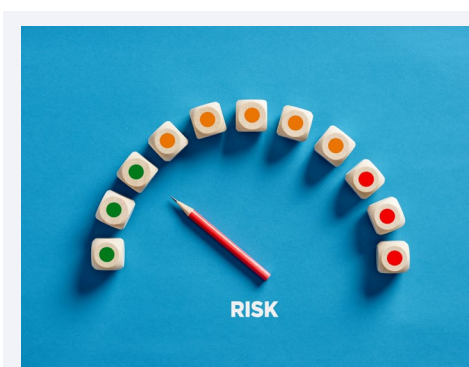
You can ask us to delete your information at any time.




Only a small number of University of Leeds staff who have permission will have access to your personal information.



We will not share your personal information with anyone else.




The risk of your personal information being lost or accessed by people who do not have permission is low.



Consent

You will need to give consent if you want us to share your personal information for an agreed purpose.



For example, if you are happy to have your email address shared with other members of the LARA group.

Your responsibilities



If you join the LARA group, you are responsible for:



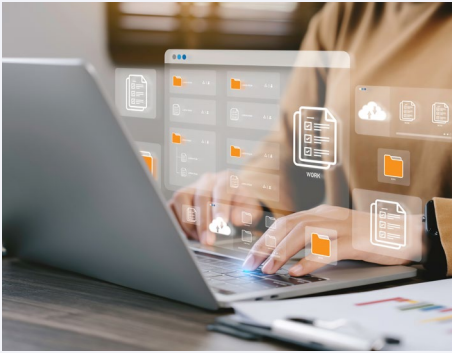
Following the LARA group rules. These include not sharing information about other group members unless they agree to it.



Giving us your personal information.



Please give us a work email address if you have one. You can give us a personal email address if you do not have a work one.



Sharing your personal information during LARA group activities. For example, you are responsible for:



Information you share in LARA group meetings. This includes the name displayed when you join a meeting online and what you type in the meeting chat.



Information you add to shared documents. This includes the name and/or email address displayed when you add a comment.

Your rights



You have the right to:



Ask for a copy of the personal information we hold about you.



Ask us to change the personal information we hold about you.



Ask us to delete the personal information we hold about you.



You can find out more about your rights on the [Information Commissioner's Office website](#).

Contact details



LARA Group Lead

**Anna Anderson, Research Fellow in
Qualitative Research, University of Leeds.**



A.Anderson@leeds.ac.uk

Email: A.Anderson@leeds.ac.uk



Please contact Anna if you have any questions or concerns about the LARA group, or want us to change or delete the personal information we hold about you.



University of Leeds Data Protection Officer



Email: dpo@leeds.ac.uk



**Postal address: University of Leeds, Leeds
LS2 9JT, UK**



Please contact the University of Leeds Data Protection Officer if you have any questions or concerns about this notice or how we are using your personal information.



Information Commissioner's Office (ICO)



Telephone: 0303 123 1113



Further information: ICO website



You have a right to complain to the ICO about how we are using your personal information if you want to.

The information in this booklet was adapted from an original written by the Learning disability and Autism Research Access (LARA) group and Thinklusive Advisory group.

This easy-read version has been created with the help of the people below who use easy-read materials themselves.



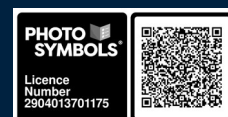
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