

## Privacy Notice for Ancient Disability Stories Workshops

### Information you need to know:

The School of Heritage and Culture is part of the University of Leicester. Further information on the institution can be found here: <https://le.ac.uk/>.

The University of Leicester is the Data Controller for your information. The Data Protection Officer is: Parmjit Gill. who can be contacted by emailing: [dpo@leicester.ac.uk](mailto:dpo@leicester.ac.uk)

This Privacy Notice provides information about how the University of Leicester collects and uses your personal information .

### What is 'personal information'?

'Personal information' means any information which relates to or identifies you as an individual.

### What information are we collecting or using?

The data gathered for this research will include participants' anonymised contributions (i.e. written and oral responses during the workshop), and any photography taken of the creative products participants make. These will all be processed electronically after collection.

Some participants may voluntarily reflect on lived experiences relating to disability, which may involve the processing of special category personal data. Such information will be anonymised and used solely for the purposes of this research, where relevant to the research questions. Participants are under no obligation to share personal information, and any such data will be processed sensitively and in line with data protection requirements.

Participants will be asked to sign a consent form that includes their name and signature to confirm informed consent, and may optionally provide an email address if they wish to be informed about the research outcomes. Names and email addresses will be used only for consent and communication purposes, and will not form part of the research data.

If required to support participation and accessibility, limited personal data relating to access needs (for example, access requirements or format preferences) may be processed. This information is used only for practical arrangements and is not included in the research data.

Where the hosting institution manages workshop bookings, they may hold some personal data of attendees for their own administrative purposes.

*Your data will be stored securely on University systems*

### Why are we processing your data?

Your data is being collected as part of the Ancient Disability Stories Workshops. This research and data is solely for the purpose of ongoing research contributing to the doctoral thesis of the researcher Katarína Kompauerová.

**The University of Leicester's legal basis for collecting this data is:**

The legal basis for the processing of participant information is that it is necessary for the performance of a task carried out in the public interest, as permitted by the Data Protection Act 2018 and UK GDPR Article 6(1)(e).

Our additional basis for processing special category data is that it is necessary for scientific research purposes in line with UK GDPR Article 9(2)(j).

**Who will my personal information be shared with?**

All data collected will be anonymised, so no collaborators or third parties will be able to identify participants from their responses and outputs. Your data will not be shared with anyone outside the research team or beyond the University of Leicester. Access to the data will be limited to the researcher and her supervisors

Personal information will not be shared beyond the research team. All such information will be stored securely and separately from anonymised research materials and only used for consent, communication, and accessibility purposes.

**How long will the University of Leicester keep my data?**

We will retain your data only for as long as we need it to meet our research purposes. The data you share with the study will be held for no longer than six years from when the study ends, in accordance with the University's data retention protocols and Research Code of Practice.

**What rights do I have regarding my data?**

You have the right to access, correct, or delete your personal data, to object to or restrict how it is used, to request its transfer to another organisation, and to avoid decisions made solely by automated processes.

Some of the above rights are not absolute. If you want to exercise any of the rights described above, please contact the University's Information Assurance Team via on the email at the end of this notice.

We will do our best to respond quickly and within the timeframes set out by data protection law. To help us handle your request and improve our services, we may keep a record of our communications with you.

**Complaints to the University:**

If you are dissatisfied with the way the University have used your information, you should complain to the University's Information Assurance Team via the email at the end of this notice.

**Complaints to the ICO:**

If you are not satisfied with the way the University has handled your complaint, you also have the right to raise your concerns with the Information Commissioner's Office (ICO). The ICO is an independent authority which oversees how personal data is used. Guidance on how to contact the ICO can be found at [www.ico.org.uk](http://www.ico.org.uk)



### Changes to this privacy notice:

This privacy notice was published in April 2026. If you have any questions about this privacy notice or if you would like to access any of your rights, please contact Information Assurance Services: [ias@leicester.ac.uk](mailto:ias@leicester.ac.uk)