



Privacy Notice

Thank you for participating in this survey. Before you begin, we would like to assure you that your privacy and confidentiality are of utmost importance to us. Please take a moment to read the following privacy statement:

Throughout this Notice, “University” “we”, “our” and “us” refers to the University of Leeds. “you” and “your” refers to all other individuals involved in research and innovation activity.

Purpose:

The purpose of this survey is to gather information for the evaluation of the Click Start courses. The data collected will be used solely for the intended purpose and will be analysed in an aggregated and anonymous manner. Additionally, you will also have the option to join our mailing list for updates relevant to the Click Start courses, such as job adverts and coaching opportunities.

Data Collection:

The survey may collect personal information, such as your age, gender and other demographic data. This is for the purpose of reporting to course funders on the reach of the Click Start programme of courses. You can also share your name and email address with us to join our mailing list, however, please note that providing this information is completely optional, and you can choose to skip those questions.

Confidentiality:

All data collected during this survey will be treated with strict confidentiality. Your responses will be stored securely and accessible only to authorised personnel involved in the Click Start programme.

Anonymity:

Your responses will be anonymised and presented in a way that does not personally identify you. Any information published or shared will be in aggregate form and will not reveal individual responses. Additionally, if you choose to share for name and email

addresses to join our mailing list, this data will be kept separate from your survey responses and will not be linked to your answers.

Data Security:

We have implemented appropriate technical and organisational measures to safeguard the security of your data and protect it against unauthorized access, loss, or alteration.

Data Retention:

We will only retain your identifiable personal information for as long as necessary to fulfil the purposes we collected it for; we may then retain your data in anonymised format.

Voluntary Participation:

Participation in this survey is completely voluntary. You have the right to refuse to answer any question or withdraw from the survey at any time without providing a reason and without any negative consequences.

Data Sharing:

We do not and will not sell or share your data to third parties. We use SurveyMonkey as our survey platform. The data collected is anonymous, with only the IP address being recorded by the platform and deleted after 13 months. For more details, please refer to the full [privacy notice](#).

Ethical Considerations:

This survey follows ethical guidelines to ensure your rights as a participant are respected. If you have any concerns or questions regarding the survey, you can contact the survey administrator at DES.Evaluation@leeds.ac.uk

By continuing with this survey, you indicate that you have read and understood the above privacy statement, and you voluntarily consent to the collection, processing, and storage of your data in accordance with the terms outlined.

If you have any further questions or concerns regarding privacy or data handling, please do not hesitate to contact us at DES.Evaluation@leeds.ac.uk

Thank you for your participation.