

Version Number	Purpose/Change	Author	Date
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Privacy Notice for Post Graduate Experience Surveys

Privacy Statement

The General Data Protection Regulation (UK GDPR) and Data Protection Act 2018 (and, where applicable, EU GDPR) governs the way that organisations use personal data. Personal data is information relating to an identifiable living individual.

Transparency is a key element of GDPR, and this Privacy Notice is designed to inform you:

- how and why the University uses your personal data,
- what your rights are under GDPR, and
- how to contact us so that you can exercise those rights.

We keep our privacy policy under regular review. Any changes we make to our policy in the future will be posted on this page and, where appropriate, notified to you by email or post.

Please check back frequently to see any updates or changes to our privacy policy.

Data protection principles

We will comply with data protection law and principles, which means that your data will be:

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
- Relevant to the purposes we have told you about and limited only to those purposes.
- Accurate and kept up to date.
- Kept only as long as necessary for the purposes we have told you about.
- Kept securely.

This Privacy Notice relates to Post Graduate Experience Surveys

Who are we

The University of Suffolk undertakes broad research in a number of fields and is a significant part of our work. One part of this work is to understand the experiences of postgraduate students at the University on both taught and research degrees. Collecting experience data

directly from participants allows the University to improve the experience of future students This privacy notice applies to those who provide information in one of two surveys

- Postgraduate research Experience Survey (PRES)
- Postgraduate Taught Experience Survey (PTES)

This privacy notice makes you aware of how and why your personal data will be used, namely for the purposes of improving student experience, and how long it will usually be retained for. The University of Suffolk is a "data controller". This means that we are responsible for deciding how we hold and use personal information about you.

Our Lawful basis for using the data is/are:

- Consent – you provide your answers to the survey voluntarily and the information is then used as described in this privacy notice.
- Necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.
- Necessary for the legitimate interests of a third party (future students)

Why are we processing your personal data

It is necessary for the University to process your personal data in order to ensure that:

- Our provision of Postgraduate Taught and Research degrees meets the needs of those on the course

Under the General Data Protection Regulation (GDPR) our processing is necessary for the performance of your student contract and for the legitimate interests of the University.

How your data is collected

- Students enrolled on the relevant course will be sent an email link to the survey.
- Data will be collected directly from students who consent to be part of the PTES and PRES surveys.
- Consent will be sought prior to the completion of the survey following the opportunity to read and understand this privacy notice.

The data we hold about you and how it is used

Students will be guided through a series of questions relating to their experiences of Postgraduate Degrees at the University of Suffolk. These questions will be divided into sections.

- Teaching and Learning
- Engagement

- Community
- Assessment and Feedback
- Dissertation or major project
- Organisation and management
- Resources
- Support
- Skills Development
- Overview
- About yourself
- About your course

Questions requesting sensitive or personal data include options for the participant to move on without providing information in relation to the question.

Your responses to PTES and PRES will be used for research and evaluation of the performance and quality of your course. It will help to make improvements and changes. Statistical data will be shared within the university, and we take steps to avoid individuals being identified in any shared results.

Your participation in this research, together with your individual responses to the questions, will be kept strictly confidential in line with information, security requirements and standards.

We can also assure you that your individual responses, PTES and PRES and open text comments will not be used for marketing. However, we may paraphrase open text comments in marketing materials from the core questions, if the text does not identify any individuals, and the comments are not attributed to PTES or PRES.

We will not sell your information to any third parties. We will use the open text comments from the PTES and PRES as feedback on your learning experience. If you make any comments relating to your physical or mental wellbeing or share concerns about safeguarding in the open text questions, please note that these cannot be followed with you by your university or college due to confidentiality. Individuals cannot be identified from their responses so universities and colleges will not know who has given the feedback.

Your data will, or may, be shared with the following recipients or categories of recipient:

The survey is managed by Jisc. As such the University provides personal data to Jisc for the performance of this contract. Please see the JISC Privacy Notices which can be found here - <https://www.jisc.ac.uk/website/privacy-notice>

Only key roles responsible for the management of the survey have access to the JISC platform where anonymised responses are held and shared with the University. At no time does the University deal with non anonymised responses.

How your data is stored internally

Jisc stores respondent survey data within Amazon Web Services (AWS), within the Republic of Ireland.

Anonymised and collated survey responses are shared with the university via the JISC platform and by collated survey data sent by email. At no time does the University deal with non anonymised data.

How long is the data kept for?

Jisc endeavors to ensure that all data is securely erased once it is no longer required.

The University will keep anonymous and collated information as long as they see fit as once anonymised this no longer personal data.

Data Subject Rights including withdrawing consent

One of the aims of the General Data Protection Regulation (GDPR) is to empower individuals and give them control over their personal data.

The GDPR gives you the following rights:

- The right to be informed
- The right of access
- The right to rectification
- The right to erasure
- The right to restrict processing
- The right to data portability
- The right to object
- Rights in relation to automated decision making and profiling

All personal data will be processed in accordance with the Data Protection Act 2018 and General Data Protection Regulation. If you have any queries or concerns about the use of your personal data regarding your graduation ceremony including withdrawing your consent, please contact the University Data Governance and Legal Services team using the details below

datagovernance@uos.ac.uk

or

Data Governance and Legal Services Team

Waterfront Building

University of Suffolk

Neptune Quay

Ipswich Suffolk

IP4 1QJ