

## **Postgraduate Research Experience Survey (PRES) Privacy Notice**

### **Who we are?**

We are the University of Northampton and we process your personal data to provide you with University services, to undertake our responsibilities and legal/statutory obligations, and to monitor our own performance. The University of Northampton is a data controller, registered with the Information Commissioner's Office, and for the purposes of the Data Protection Act 2018 and the General Data Protection Regulation (GDPR), we have appointed a Data Protection Officer who has formal responsibility for data protection compliance within the organisation.

Our Data Protection Officer is Phil Oakman and he can be contacted at:

Recordsmanager@northampton.ac.uk

Or by writing to:

The Data Protection Officer, Records Management Office, University of Northampton, Newton, St George's Avenue, Northampton. NN2 6JD.

01604 892823

### **What data do we hold about you?**

The type of data the University of Northampton holds about you is that which is necessary to carry out its duties as a higher education institution. The University's [Student Privacy Notice](#) describes the majority of the data that is held about you and how it is collected.

For the purposes of PRES, some of the data that we hold about you will be used to pre-populate the survey software (country of residence, ethnicity, degree type, discipline/subject area).

### **How do we collect your data?**

You will be asked to provide responses about your experiences as a postgraduate researcher via an online survey tool called 'Online Surveys'. 'Online Surveys' is a secure system owned by Jisc and is the online survey tool recommended for research by the University's Research Ethics Committee.

You will be given a unique web link to allow you to access your survey. Your Student ID will be the unique identifier.

### **Why do we process your data?**

The University collects and processes this data to monitor student satisfaction and to identify areas for further development.

### **Who has access to the data?**

The University of Northampton is the data controller.

Your responses will be accessed by the Postgraduate Research Manager who will write a report on the results. Other University colleagues responsible for managing the university's subscription to Online Surveys will also have access to your responses.

The anonymised aggregated responses will be reported to the Research Degrees Committee. The report will be made available to other PGRs, Faculty Deans, Research and PGR Leaders, Research and Enterprise Committee and Senate.

Faculty Deans, Research and PGR Leaders will be provided with anonymised results from students in their own faculties by email in the form of an MS Excel file of the raw data with demographic data that might identify individual respondents removed.

The survey data will also feed in to a national report of all participating universities by Advance HE. Only anonymised aggregated data shall be reported by Advance HE. 'Advance HE' and 'Jisc' are data processors.

### **How do we keep your data secure?**

'Online Surveys' is a secure system owned by Jisc and is the online survey tool recommended for research by the University's Research Ethics Committee. Downloads of data from Online Surveys will be held on secure University networks.

### **Can you withdraw your data?**

Your participation in this questionnaire is voluntary and you can stop at any point without your responses being included in the dataset. You can withdraw your consent at any time in the future by contacting [David Watson](#). However, an individual's responses cannot be removed from the anonymised aggregated results used by UoN and Advance HE after the survey has closed on 17<sup>th</sup> May 2019.