

# **Postgraduate Taught Experience Survey (PTES) 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](mailto:Recordsmanager@northampton.ac.uk)

Or by writing to: Phil Oakman, University Data Protection Officer, University of Northampton, Development Hub. Cliftonville Road, Northampton.

## **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 PTES, some of the data that we hold about you will be used to pre-populate the survey software (student ID, email, forename, 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 student 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 Surveys and Research Officer who will write a report on the results.

The report will be made available to the Academic Quality and Standards Committee (AQSC) and other key stakeholders. Faculty Deans, Subject and Programme Leads will be provided with aggregated quantitative results and anonymised open comments for their own faculties by email in the form of MS Excel files. Library and IT teams are provided with the results for their respective areas. All demographic data and everything that might identify individual respondents is removed from shared documents.

The survey data will also feed into 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 and Advance HE might share the data with sub-processors working on its behalf.

### **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 [surveys@northampton.ac.uk](mailto:surveys@northampton.ac.uk). However, an individual's responses cannot be removed from the anonymised aggregated results used by UON and Advance HE after the survey has closed.