

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

## **Who we are?**

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. The University of Northampton processes your personal data to provide you with University services, to undertake our responsibilities and legal/statutory obligations, and to monitor our own performance.

Our Data Protection Office can be contacted at: [dpo@northampton.ac.uk](mailto:dpo@northampton.ac.uk)

Or by writing to: Data protection and Information Governance team, University of Northampton, University Drive, Northampton NN1 5PH.

## **Personal data we are processing about you**

For the purposes of PRES, some of the data that we hold about you will be used to pre-populate the survey software: Student ID, country of residence, ethnicity, degree type, discipline/subject area. 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 personal data that is held about you and how it is collected.

## **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, as well as login details so you can access your survey via a generic link. Your Student ID will be the unique identifier.

## **Lawful basis for processing your personal data**

We are relying on Consent under "*Article 6 1(a) of the UK GDPR : the individual has given clear consent for you to process their personal data for a specific purpose*".

## **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 are we sharing your data with?**

Your personal data will not be shared outside of the University. The personal data collected from the survey will be accessed by the Graduate School. Other University colleagues responsible for managing the university's subscription to Jisc Online Surveys will also have access to your responses. Anonymised data will be shared within the PRES and wellbeing working groups of the Research Degrees Committee only for the purposes of analysis.

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. The survey data will also feed into a national report of all participating universities 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.

### **How to exercise your rights**

Where data is still identifiable you can exercise the following rights:

- Right to access the information we hold about you
- Right to be informed
- Right to rectification – where information we hold about you is incorrect you can contact us so we can correct this.
- Right to erasure
- Right to restriction
- Right to portability – you can request your personal data to be moved, to be provided with a copy or transfer to another secure system.
- Right to object to automated decision making

**Once your personal data has been anonymised your rights will no longer be applicable. You will have up until 16 May 2024 should you want to enforce your rights.**

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 up to the survey closing date of 16 May 2024 by contacting [graduateschool@northampton.ac.uk](mailto:graduateschool@northampton.ac.uk). An individual's responses cannot be removed from the anonymised aggregated results used by UON and Advance HE after the survey has closed.

In the first instance, if you want to raise complaint please contact:

[graduateschool@northampton.ac.uk](mailto:graduateschool@northampton.ac.uk)

The team will pass your complaint to the Data protection and Information Governance team:

[dpo@northampton.ac.uk](mailto:dpo@northampton.ac.uk)

If you are not satisfied with the outcome of your complaint you can contact:

Information Commissioner's Office (ICO)

**Wycliffe House Water Lane Wilmslow Cheshire SK9 5AF. Telephone: 0303 123 1113**

<https://ico.org.uk/make-a-complaint/>