

 <p>SOLENT UNIVERSITY SOUTHAMPTON</p>	Title: Privacy Notice Surveys
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Policy, Governance and Information

Version: 1.0

1. CONTENT OF THIS PRIVACY NOTICE

Solent University, as a registered Data Controller, has an obligation to comply with the General Data Protection Regulation and other Data Protection law.

This privacy notice covers personal data for students completing surveys. It explains what data we collect, our legal basis for doing so, why we collect it, where we collect it from and, where applicable, who we share it with. It also advises you of your rights with regards to the personal data we hold.

2. WHAT PERSONAL DATA DO WE COLLECT ABOUT YOU?

- Personal and Contact details (student id number and email address)
- Pre-populated data fields such as domicile, ethnicity and a flag as to whether you are a staff member
- Any information you choose to provide during the survey

3. WHAT IS OUR LEGAL BASIS FOR COLLECTING DATA ?

Depending on the activity your data is used for, we rely on one of the following:

- **Contract** - The processing is necessary for the performance of our contract with you or to take action before entering into a contract. For example, we manage application and selection processes; allow you access to services and facilities; and to arrange your registration.
- **Legal obligation** -The processing is necessary for compliance with a legal obligation. For example, we must check your right to learn in the UK, and to comply with HMRC, DBS and safeguarding law.
- **Vital interest** - for example if there is a medical emergency, life or death situation.
- **Legitimate interests** of the University or a third party - for example to enable the University to maintain its operations. We produce statistics and research for internal and statutory reporting purposes. We process data to administer selection, to control access to the buildings and other facilities, to monitor usage of university services.
- **Consent** - In some cases, we process data only with your consent. For example, to perform additional service (such as counselling, wellbeing services)

4. WHEN DO WE COLLECT YOUR PERSONAL DATA?

Your personal data including student id number, email address, domicile and ethnicity is prepopulated into the survey form by Solent. Once you enter the survey, you may be asked to provide additional personal data to complete it.

5 WHAT WE DO WITH YOUR PERSONAL DATA

Your data is used for the purposes of monitoring student satisfaction with Solent's courses and for compiling aggregated anonymised reports to monitor Solent's performance.

6. WHO DO WE SHARE YOUR PERSONAL DATA WITH?

Your data is shared with third parties such as JISC who provide the survey platform. It is then shared with Advanced HE for purposes of aggregation and compiling reports.

We ensure that third parties have appropriate contracts, technical and security measures in place to handle your data in accordance with Data Protection Law.

7. YOUR RIGHTS IN RELATON TO THE PERSONAL DATA WE HOLD

Under the General Data Protection Regulation you have the following rights.

- The right to be informed at an appropriate time about the collection and use of the personal data we hold about you.
- The right of access to your personal data and other supplementary information.
- The right to request correction of the personal data we hold about you if it is incorrect.
- The right, in certain circumstances, to request erasure of your personal data.
- The right, in certain circumstances, to restrict processing of your personal data.
- The right, in certain circumstances, to receive from the University the personal data you have provided to us in a transferrable format, specified by you. You may also request that we pass that personal data to another data controller.
- The right to object to certain processing of your personal data by us.
- Rights in relation to automated decision making and profiling.

These rights are not absolute and we may be entitled to refuse requests when there are valid exceptions. If this is the case we shall explain the reasons to you.

8. TRANSFERS OUTSIDE THE EUROPEAN ECONOMIC AREA (EEA)?

Some personal data may be transferred to, and stored at, destinations outside the EEA. Where this occurs the University will ensure that relevant technical, organisational and security measures are in place to protect your personal data. This will be covered placing contractual obligations on those receiving your personal data or by ensuring that the recipients have subscribed to relevant international frameworks that aim to ensure adequate protection.

9. HOW LONG DO WE KEEP YOUR PERSONAL DATA?

Basic information about your time at the University will be retained for 6 years in order to confirm information about your records. However, statutory and fiscal obligations request the university to retain some information for much longer. For example, your final results and certification.

10. CHANGES TO THIS NOTICE

Solent University will review this notice regularly. We may issue a new version of this notice and/or give you further notices on occasions when we collect and process personal data about you which may not have been covered previously. We will notify you of any changes that affect your rights and interests and will explain what this means for you.

11. REGULATION OF THE USE OF YOUR PERSONAL DATA

The University maintains a data protection registration with the Information Commissioner's Office, the independent authority which oversees compliance with the Data Protection Laws.

12. HOW TO CONTACT US

For more information, please contact the Information Rights Team at:
information.rights@solent.ac.uk