



PRIVACY NOTICE – SURVEYS & CONSULTATIONS

As a Data Controller, Southern Regional College (“the College”) recognises and respects the importance of your privacy and is committed to treating your personal information responsibly and in compliance with all relevant data protection legislation.

The College also recognises the importance of consulting with key stakeholders to provide an opportunity to feedback on their experience of studying, working with or for the College. This information will facilitate the College to identify ways to enhance learning, teaching, assessment and the broader user experience.

The College Data Protection Officer is Ian Boden dpo@src.ac.uk

EXTERNAL SUVEYS

- Graduate Outcomes through HESA <https://www.hesa.ac.uk/about/website/privacy>
- The National Student Survey <https://www.thestudentsurvey.com/privacy-statement.php>
- FE Leavers Survey <https://www.economy-ni.gov.uk/dfc-privacy-notice>
- BTEC Higher National Student Survey <https://www.pearson.com/legal-information/privacy-policy.html>

Further privacy and data protection information will be provided if you are contacted for any of these surveys. You might also be contacted as part of an audit to check that the survey has been undertaken properly.

GRADUATE OUTCOMES - HESA

The College will hold your contact details after you graduate in order for you to be contacted to complete the Graduate Outcomes survey. Your contact details will be passed to the Higher Education Statistics Agency Limited (HESA) and organisations contracted to undertake the Graduate Outcomes survey. The survey contractors will only use your contact details for the survey and will delete them when the survey is closed. HESA may hold your contact details for further Graduate Outcomes surveys where these are in the public interest.

Responses to the Graduate Outcomes survey will be used to create statistics to meet the public interest in the outcomes of higher education. Your responses will also be made available to the College and we may choose to add additional questions to the survey for College use.

Information from third parties (such as your parent, or your provider, if you are in further study) might be used to complete sections of the surveys if you can't be contacted.

For more information about the Graduate Outcomes survey visit the dedicated website <https://www.graduateoutcomes.ac.uk/>

For more information about HESA's data protection compliance, including contact details and your rights, please see HESA's Privacy Information <https://www.hesa.ac.uk/about/website/privacy>

CONTROLLER

Higher Education Statistics Agency Limited will be the Controller of personal data processed for the Graduate Outcomes survey.

LEGAL BASIS FOR PROCESSING YOUR INFORMATION TO CONDUCT NATIONAL SURVEYS?

Processing of your information to conduct Graduate Outcomes survey is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the Controller (See UK GDPR Article 6(1)(e)) and for statistical and research purposes (See UK GDPR Article 89).

INTERNAL SURVEYS

The College also conducts internal surveys using the following software and processors:

- Canvas <https://www.instructure.com/policies/privacy>
- Jisc Digital Experience Insights Survey <https://digitalinsights.jisc.ac.uk/privacy/>
- Smart Survey <https://www.smartsurvey.co.uk/privacy-policy>

HOW WILL THE INFORMATION YOU PROVIDE BE USED?

Your responses to surveys will be used solely for research and service delivery improvement purposes and may include providing information to statutory bodies. The results of the survey will be anonymous and provided in the form of statistical information. You will not be identifiable in any published results.

Your participation in consultations and surveys, together with your individual responses to the questions will be kept strictly confidential in line with information security requirements between the College and the processors. Your information that you provide during consultations or surveys will not be used for marking nor will we sell your information to third parties.

LAWFUL BASIS

The College is permitted to process personal data where there is a lawful basis to do so.

In relation to the information provided on this form, the United Kingdom General Data Protection Regulations (UK GDPR) 'lawful basis' for our processing will be the following:

- Article 6.1 (e) - processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller e.g. on behalf of the Department for the Economy (DfE), our role is provide you with quality education.

SPECIAL CATEGORY DATA

We are also required to collect, process and maintain special category data. Our lawful basis for processing this information is mainly:

- Article 9.2(j) - processing is necessary for the purposes of statistical and research purposes.

On occasions we may be required to process your personal data for other reasons however we will only do so where a Lawful Basis applies.

CATEGORIES OF PERSONAL DATA

Personal data and special category data provided by the College to the processors may include:

- Name
- Date of birth
- Gender
- Course details
- Unique identifiers
- Language preference
- Contact details (Address/Contact number/Email)
- Ethnicity
- Gender
- Religion (if applicable)
- Educational Background i.e. qualifications
- Disabilities, learning difficulties, long term medical conditions

The College will never ask for information which is not relevant to your survey answer. Processors may also collect meta-data such as screen resolution, method of participation and time taken to complete the survey.

WHO WILL HAVE ACCESS TO MY INFORMATION OR WHO WILL YOU SHARE IT WITH?

Information may be passed between various sections of the College for operational reasons and may also be disclosed to external agencies to which we have obligations for example Government Agencies and associated Statutory Bodies (e.g. Department for the Economy), College partner organisations, Higher Education Statistics Agency, Government Survey & Research Organisations. We may also disclose information to legal representatives.