

## **PRIVACY NOTICE**

### **POSTGRADUATE RESEARCH EXPERIENCE (PRES) SURVEY 2020**

#### **OVERVIEW**

The University participates in national surveys on student engagement and student experience, including (but not limited to) the Postgraduate Research Experience Survey (PRES). The survey is carried out by Advance HE (previously called the Higher Education Academy) on behalf of higher education providers including University of Chichester. Jisc Online surveys (an organisation which provides IT and data support in the higher education sector) stores and transmits the survey data to Advance HE on our behalf. The University is the Data Controller of your personal data within your survey responses. This means that we have the core legal responsibility to safeguard the information and ensure it is processed in accordance with data protection laws. Agreements are in place to ensure that survey data is processed securely at all stages of the process.

Your contact details, programme of study, mode, and certain demographic information will be used to pre-populate the survey software (country of residence, degree type, discipline/subject area) however responses are anonymised and grouped for analysis at institute and sector level. The type of data the University of Chichester holds about you is that which is necessary to carry out its duties as a higher education institution.

#### **ELIGIBILITY TO PARTICIPATE IN THE PRES SURVEY**

Current Postgraduate Research Students undertaking a PhD, who started before the 1<sup>st</sup> Jan 2020, will be included in the survey. Awarded students, who have been granted an award after 1st September 2019, will also be asked to take part in the survey. Students who are intermitting will not be included within the survey.

Whilst the survey is taking place the database will record user details to allow the survey software to send targeted reminder emails to students who have yet to complete the survey. If you do not wish

to take part in the survey, please contact [PGRSupport@chi.ac.uk](mailto:PGRSupport@chi.ac.uk) and you will be removed from the

PRES 2020 mailing list.

## **HOW WE PROCESS DATA USED FOR THE PRES SURVEY**

The legal basis for processing your data within the survey is your consent. There is no obligation or requirement for you to participate in the survey. The University collects and processes this data to monitor student satisfaction, improve our understanding of the postgraduate experience, identify areas for further development and inform decisions about our Postgraduate Research provision.

Please do consider completing the survey - over one hundred universities and colleges take part in the survey UK and globally. This means we can compare your experience against similar postgraduates at other institutions to see if we are supporting your learning as we should.

Your contact details, programme of study, mode, and certain demographic information will be used to pre-populate the survey software (country of residence, degree type, discipline/subject area).

Your name and email address are also used for administration of the survey, but University of Chichester deletes these two identifiers before responses are accessed by Advance HE or the University, to help protect your identity.

It is important that you follow the guidance within the survey itself to avoid including potentially identifiable information about yourself or others in your responses. Your personal data and survey responses will not be used for the purposes of identifying you or to make any decisions about you personally. You will not be identified in any publication by University of Chichester which relates to the survey results.

## **THE RECIPIENTS OF THE DATA**

Once you have completed the survey and the survey has closed (18<sup>th</sup> May 2020) your questionnaire responses will be immediately available within Jisc Online Surveys so that the Research Office and Planning Office can carry out analysis of survey results. We extract the survey data to enable us to

analyse the results, and store the extracted data a secure folder within the University IT System for

no longer than necessary, in line with our published Records Retention Schedule (available here:

<https://www.chi.ac.uk/about-us/policies-and-statements/data-protection>).

‘Advance HE’ and ‘Jisc Online Surveys’ process survey data on behalf of the University of Chichester,

and you can access their privacy notices when you commence the survey. Advance HE access the

survey data securely in order to generate reports to assist the University and the sector with data

analysis. Jisc Online Surveys have access to survey data because they maintain the survey tool.

All survey data will be anonymised through JISC online surveys after the survey has finished i.e 18<sup>th</sup>

May 2020. These will be used to produce national reports and benchmarking for the sector for

Advance HE.

The Research office will also create an institutional report of results and provide anonymised

aggregated responses to the Research Degrees Group (this group reports to Academic Board via

Research and innovation Committee). The Institutional report of the results will be made available to

other PGRs and the University Research Community. The Research Office will ensure that

demographic or qualitative data that might identify individual respondents is removed

Only anonymised aggregated data shall be reported by Advance HE. Therefore, responses from the

University of Chichester will not be identified by institution in any national reports produced by

Advance HE. The data will not be processed outside of the EU.

## **YOUR RIGHT TO WITHDRAW**

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 The Research Office (PGRSupport@chi.ac.uk). However, an individual’s responses may

not be able to be removed from the anonymised aggregated results used by University of

Chichester, Advance HE and Jisc Online Surveys after the survey has closed on 18th May 2020.

## YOUR RIGHTS AS A DATA SUBJECT

To find out more about your rights as a data subject and how the University complies with data protection legislation please visit:

<https://www.chi.ac.uk/about-us/policies-and-statements/data-protection>

The University of Chichester Data Protection Officer can be contacted at [DPOfficer@chi.ac.uk](mailto:DPOfficer@chi.ac.uk). If you wish to complain about any aspect of our information rights practice you may do so by contacting the Information Commissioner's Office via [www.ico.org.uk/concerns](http://www.ico.org.uk/concerns)