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**Postgraduate Surveys (PTES)**

**Privacy Notice**

This privacy notice explains how your personal data will be processed for the Postgraduate Taught Experience Survey (PTES).

Wrexham University is the Data Controller of your personal data within your survey responses. This means that Wrexham University has the core legal responsibility to safeguard the information and ensure it is processed in accordance with data protection laws.

The survey is carried out by Advance HE (previously called the Higher Education Academy) on behalf of higher education providers including Wrexham University. Jisc (an organisation which provides IT and data support in the higher education sector) stores and transmits the survey data to Advance HE on Wrexham University’s behalf.

Data you provide in this survey will be used by Wrexham University for analysis, to improve our understanding of the post-graduate teaching experience and inform decisions about our postgraduate provision. Your student email address and student number are used for administration of the survey, but Wrexham University deletes these identifiers before results are shared. It is important that you follow the guidance within the survey 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 Wrexham University which relates to the survey results.

**How we collect and use your information**

Data you provide in the survey will be used by Wrexham University for analysis, to improve our understand of the postgraduate experience and inform decisions about Wrexham University’s provision. All responses collected through the survey are stored by Jisc (data processor) on behalf of Wrexham University. Your responses will be held securely by the University, Jisc and Advance HE.

All participating institutions, including Wrexham University, have agreed not to identify any individuals when reporting their results internally or externally, and will ensure that no individuals can be identified by those results. The full dataset will be available to Advance HE and its [sub-processors](https://www.advance-he.ac.uk/student-surveys-data-processors) in order to conduct national level research and analysis.

**Types of information we collect**

We will use personal data held on our student records system and make data provided directly by you in response to the survey. To make the survey as easy as possible to complete, some data that you have already supplied to the University is pre-loaded. This data includes your student email address, mode of study, faculty, department and your programme of study as listed on our student records system.

We may also ask you to provide some demographic data which constitutes special category data such as, e.g., ethnicity, country of domicile, sex and whether you have a disability, in the survey itself.

**On what basis do you process my data?**

Your personal data will be used only by relevant University staff where the data is necessary for them to undertake their designated role. Access to the raw data is restricted to the Planning and Reporting Team for analysis purposes. After that, all staff within the institution will only have access to anonymised aggregated results.

We process your personal data on the basis of your consent. There is no obligation or requirement for you to participate in the survey. However, if you do choose to participate, you can withdraw your consent to have your survey responses used in the ways described here and we will destroy your individual survey response, however, we will keep the anonymised, aggregate data which does not identify you within our datasets.

You are able to withdraw your consent at any time in the future. Should you wish to withdraw your consent please contact planningandreporting@wrexham.ac.uk.

**How long is your information kept?**

We will only process identifying information within survey responses for as long as is strictly necessary for our Planning and Reporting Team to carry out analysis of the results, following which any identifying information will be removed from the raw data prior to sharing survey results internally or externally. Identifying data is held within our Jisc system for as long as required to capture and issue the survey results. We will retain an anonymised set out data after the survey closes for use in longitudinal research into quality of teaching and the student experience.

**Your rights**

Under the data protection laws, you have certain rights, including the right to:

* Withdraw consent where that is the legal basis of our processing
* Access your personal data that we process
* Rectify inaccuracies in personal data we hold about you
* Be forgotten, that is your details removed from systems that we use to process personal data
* Restrict the processing in certain ways
* Obtain a copy of your data in a commonly used electronic form
* Object to certain processing of your personal data by us.

Depending on the circumstance and the nature of your request it may not be possible for us to process these rights fully. Further information on your rights is available from the Information Commissioner’s Office (ICO) [here](https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/#:~:text=The%20right%20to%20be%20informed,The%20right%20to%20erasure).

**How to exercise your data rights?**

If you wish to exercise any of your rights, please contact our Data Protection Officer at dpo@wrexham.ac.uk.

**How to ask questions or raise concerns?**

If you have any questions, comments or concerns about how we process your personal data, please contact our Data Protection Officer at dpo@wrexham.ac.uk.

You also have the right to complaint directly to the ICO at <https://ico.org.uk/make-a-complaint/> or via post at Information Commissioner’s Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.