



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

### **Why do we collect and use your personal information?**

The University needs to process and retain certain personal data relating to you by virtue of you participating in the Postgraduate Research Experience Survey (PRES). Your personal data will be treated in accordance with data protection law including the Data Protection Act 2018 and the United Kingdom General Data Protection Regulation (UK GDPR) ("data protection law"). GCU is a Data Controller in terms of Data Protection Legislation. GCU is registered with the Information Commissioner's Office, our Registration Number is Z5761620.

Our Data Protection Officer (DPO) can be contacted at [dataprotection@gcu.ac.uk](mailto:dataprotection@gcu.ac.uk).

The University's [Student Privacy Notice](#) describes the majority of the data that is held about you and how it is collected.

### **Keeping information updated**

The survey is a snapshot of opinion and as a result, it does not require to be kept up to date.

### **How long is the information kept?**

The University will retain your information only for as long as necessary for the purposes described.

### **Where do we obtain information from?**

We obtain information directly from the students themselves (data subjects) taking part in the survey and from information held on University systems.

### **About the Postgraduate Research Experience Survey (PRES)**

The Postgraduate Research Experience Survey (PRES) is an external sector survey run by Advance HE (an Industry Professional body). The survey is administered via the JISC online surveys platform. The purpose of this survey is to gain insight from students about their postgraduate research experience with a view to identifying areas of good practice and areas for improvement.

### **What information is being collected and used for the PRES?**

Some of the data that we hold about you will be used to pre-populate the survey software, including your name, student ID, email address, course information, domicile, location of study, date of birth, gender, and ethnicity.

If you choose to participate in this survey, you will be asked to provide responses about your experiences as a postgraduate research student.

### **Who will process my information?**

Glasgow Caledonian University (GCU) is the Data Controller. Advance HE (the organisation who run the survey), JISC (organisation providing the survey platform), and a third party processor (tbc) for analysis of the survey open comments, are Data Processors.

### **Legal basis for using your information**

The legal condition which enables the University to process personal information is found in Article 6 of the General Data Protection Regulation (GDPR). For the purposes of the PRES, we rely on:

- Article 6(1)(e) performance of a task in the public interests/exercise of official authority
- Article 6(1)(f) legitimate interests

### **Who is the information shared with?**

Your information will be shared with GCU staff who require it in the course of their duties.

The survey will be administered via the JISC online survey platform. Advance HE will have access to the survey dataset to conduct sector level research and analysis. Advance HE is the Data Controller for the sector level research and analysis. Comments you provide in the survey will be shared with a third party (tbc) for the purposes of conducting textual analysis of the open comments.

Individuals will not be identified when reporting the survey results internally or externally. You will not be identified by Advance HE in any reports produced by them.

### **How is the information kept securely?**

Information is kept securely on University equipment in line with University Information Security and Data Protection Policies. Access is restricted to only those staff or authorised agents who require it and on a “need to know” basis.

### **Will the information be used for automated decision-making?**

We will not make any decisions about you automatically using a computer, based on your personal data (e.g. profiling).

### **Is the information transferred outside the European Union?**

Your personal data will not be processed outside of the EU.

## **Your rights**

You have the right to:

- Find out what personal data we process about you and to request a copy of the data
- Ask us to correct inaccurate or incomplete data
- Withdraw consent to process your personal data, if you were asked for and provided consent

If you think we are acting unfairly or unlawfully you can:

- Object to the way we are using your data
- Complain to the UK Information Commissioner's Office

Under certain conditions you also have the right to ask us to:

- Restrict the use of your data
- Erase your information or tell us to stop using it to make decisions about you
- Provide you with a portable electronic copy of data you've given us

Please contact us if you wish to exercise/enquire about any of these rights.

## **Contact Details**

Data Protection Officer (DPO)  
Department of Governance & Legal Services  
Britannia Building  
Glasgow Caledonian University  
Cowcaddens Road  
Glasgow  
G4 0BA

Email: [dataprotection@gcu.ac.uk](mailto:dataprotection@gcu.ac.uk)

## **Further information**

The Information Commissioner's Office website: [www.ico.org.uk](http://www.ico.org.uk)

The University's Data Protection webpages: [www.gcu.ac.uk/dataprotection/](http://www.gcu.ac.uk/dataprotection/)

Further information is available in the [Student Privacy Notice](#)