# Student Surveys - Privacy Notice for Qualtrics

## Information that we collect and use about you.

We collect and use your personal information for the purpose of collecting student feedback to improve student experience and organisation of graduation events.

(Please note that we do not hold all categories of personal information for all surveys and the information we collect will depend on the purpose of the survey)

* Your personal details: your title, names
* Contact details: email
* Details about your course
* Nationality
* Any information you choose to as a response to the survey question.

For graduation questionnaires, we will ask you to confirm yes/no to whether you have any disability or accessibility needs.

## Why we process this information, and our lawful basis.

We collect and use your personal information for the purpose of collecting student feedback to improve student experience and organisation of graduation events.

There are several lawful bases on which the University will process your personal information. These are:

* to comply with our legal obligations under equalities, health and safety, safeguarding and higher education governance legislation
* to enable the University to deliver its public tasks to provide teaching, undertake research and administer the University

## Disclosing your information.

For Graduation surveys, your data will be shared with appropriate University Teams who are responsible for organising the graduation events.

For student experience surveys, data is de-identified following the survey. Any reports that are downloaded to share with appropriate University Teams are de-identified.

We may disclose personal information to other recipients in exceptional circumstances or when required to do so by law.

We will transfer your personal information to countries and organisations outside the UK where necessary to provide the online events and conferencing platform. We have agreements in place with our partners to safeguard your information.

The third-party suppliers we use for IT support may also have access to your personal information in order to provide these services to the University.

## How long your information is kept.

The University retains deidentified survey responses for up to 6 years.

## Your rights.

As the identifying personal information for each survey is deleted after the survey has been completed, it is not possible to be able to gather one individuals’ responses across all surveys. It would only be possible to erase, alter or extract an individual’s data for the current survey when it is live.

More information on rights can be found at [Your Rights | About | The University of Aberdeen (abdn.ac.uk)](https://www.abdn.ac.uk/about/privacy/your-rights-933.php).

Queries about how your data is processed can be addressed to the Information Governance Team at dpa@abdn.ac.uk and you can also [contact the Information Commission (ICO)](https://ico.org.uk/) for guidance or to raise concern.