**The Data Controller of the information being collected is Perth College UHI, Crieff Road, Perth, PH1 2NX. Phone: 01738 877348**

**Information may also be shared with the UHI Executive Office team for benchmarking purposes, where possible, across UHI Academic Partners:**

**The University of the Highlands and Islands (UHI), Executive Office, 12B Ness Walk, Inverness IV3 5SQ. Phone: 01463 279000**

**For any queries or concerns about how your personal data is being processed you can contact the relevant Data Protection Officer at dataprotectionofficer@uhi.ac.uk**

**This privacy statement relates to the following processing:**

|  |
| --- |
| **Student Survey**  Perth College, in pursuit of delivering excellent teaching and learning experiences, routinely collects student feedback on satisfaction and engagement. The College will issue a student survey 3 times an academic year, either during a Student Forum or by issuing you a link to that survey, in order to obtain feedback from students regarding their experiences.  The survey tool the college uses is SLIDO.  The purpose of the student survey is to identify areas for improvement and to ensure all students receive an equitable student experience. |

**Your information will be used for the following purposes:**

|  |  |
| --- | --- |
| **Purpose 1:**  **Administration of Student Forum** | The student survey is completely anonymous, and no personal details will be required to be completed for the survey.  Personal data will not be accessed by academic or professional service staff to facilitate the gathering of feedback through the SLIDO survey tool.  Personal details will not be gathered or made available to Perth College Staff who will view the results.  Free text comments made in response to open questions that are threatening or abusive will be removed from the data collected along with any responses that contravene the UHI IT Acceptable Use Policy.  Link: [UHI Acceptable Use Policy](https://www.uhi.ac.uk/en/lis/servicedesk/acceptable-use-policy/)  All student survey results are stored securely and are handled in compliance with Data Protection legislation and college/university best practice. |
| **Purpose 2:**  **Perth College analysis of data** | Perth College UHI takes students views seriously and uses feedback to inform decision making processes to improve our performance and service provision and ultimately enhance the student experience. Student surveys are a useful and efficient way of gathering feedback from our large student population. The information gathered from the survey is analysed and reported at different levels to help us make changes or inform additional research. Survey responses are linked to individual courses in order that the college can monitor student feedback at various levels but will not be linked to individual students.  For example, by course of study, sector area, curriculum area, and where appropriate by class group on a course of study. Academic and support staff have access to a suite of reports based on the survey data.  These reports are:  •Anonymised: No names, student numbers or other identifying information is contained within these reports.  •Summarised: Only summaries of responses are included within these reports (e.g. number of respondents choosing ‘Strongly Agree’ for question 1 etc, yes or no for another question etc) and do not contain information relating to any individual responses (e.g. Respondent 1 was on Programme x and selected ‘Strongly Agree’ for all multiple choice questions).   * Free text responses to open comments (qualitative) sections are made available to staff. Individual comments are anonymous and not linked to any other data we hold. Respondents should take care that they, or others, cannot be personally identified from the content of these comments. Quotes from the comments may be used to illustrate the survey findings in internal reports however, no personal data is available at any point of this survey, and comments are always anonymous. |
| **Purpose 3:**  **Submissions of anonymised reports to external agencies** | Some questions in the survey issued at Student Forum 3 are designed by the Scottish Funding Council (SFC) and the data will be issued to them to enable the Government to gauge student satisfaction of the funded education provision. The responses are returned as high-level data analysis which has used the raw data. This may additionally be shared with Quality Assurance Agency, Education Scotland, and other external stakeholders. This data will not include any unique identifiers and is entirely anonymous. Only statistical data will be shared. |

**Our legal reasons for using the data are:**

|  |  |
| --- | --- |
| **To achieve the**  **following purposes:** | **Purpose 1: Administration of student survey**  **Purpose 3: Submissions of anonymised reports to external agencies** |
| **Our legal reason to use the data is:** Use is necessary for us to comply with a legal obligation. That legal obligation being the return of statistical data and reports to satisfy the Scottish Funding Council, Quality Assurance Agency Scotland and Education Scotland. | |
| **To achieve the**  **following purposes:** | **Purpose 2: Analysis of the student survey data** |
| **Our legal reason to use the data is:** Use is necessary for performing a task in the public interest or under official authority vested in us. That being the college/university’s public task as an educational establishment to provide teaching and learning experiences in line with QAA Scotland’s Quality Enhancement Framework | |

**The data we use includes special category (sensitive) data, that being your health/Disability and/or Ethnicity. You are not obliged to provide this information. Our legal reason for using this sensitive data, as provided, is:**

|  |
| --- |
| The processing is necessary for a matter of substantial public interest, that being the monitoring and promoting of equality of opportunity and treatment. The data you provide will be anonymous and used for high level statistical reporting |

**The data (ie answers to questions) gathered from your survey answers may be shared with the following recipients or categories of recipient:**

|  |  |
| --- | --- |
| College staff, University of Highlands and Islands (UHI) partnership (see list below), and Highlands and Islands Students Association (HISA) | |
| **UHI Partners** | |
| UHI Argyll | UHI Orkney |
| UHI Highland Theological | Perth College UHI |
| UHI Inverness | Sabhal Mòr Ostaig UHI |
| UHI Outer Hebrides | Scottish Association for Marine Science UHI |
| UHI Moray | UHI Shetland |
| NAFC Marine Centre UHI | UHI West Highland |
| UHI North Highland | University of the Highlands and Islands |

**Your data will be retained by Perth College UHI for the following period:**

Quantitative (numerical) raw data will be retained for the academic year plus 1 year, higher level data analysis (% totals etc) plus qualitative (comments) data will be retained for the current academic year plus 5 years.

**The following rights are rights of data subjects:**

• The right to access your personal data

• The right to rectification if the personal data we hold about you is incorrect

• The right to restrict processing of your personal data

**The following rights apply only in certain circumstances:**

• The right to withdraw consent at any time if consent is our lawful basis for processing your data

• The right to object to our processing of your personal data

• The right to request erasure (deletion) of your personal data

• The right to data portability

**You also have the right to lodge a complaint with the Information Commissioner’s Office about our handling of your data.**

**The Information Commissioner’s Office is UK’s independent authority set up to uphold information rights in the public interest. Their website is** [**www.ico.org.uk**](http://www.ico.org.uk)