

# **Privacy Notice – South West College**

## **Consultations and Surveys**

### **Introduction**

South West College values the relationships with all students, staff and stakeholders and will process all personal data in compliance with the Data Protection Act 2018. This privacy notice explains how the College collects, processes and manages your personal data when it conducts surveys or consultations.

SWC registered with the Information Commissioner Office (ICO) and is responsible under the Data Protection Act 2018

The Data Protection Officer for the College is Joanne Lucas.

The College's registration reference number with ICO is Z1124639.

### **Rationale for consultations and surveys**

The College recognises the importance of consulting with key stakeholders to provide an opportunity for feedback on their experience of studying or working with or for, the College. The information gathered from surveys and consultations will facilitate the College to identify ways to enhance learning, teaching, assessment and the broader user experience.

### **Externally Administered Surveys**

The College commissions with the Department of Economy a number of externally administered surveys every year as follows:

- Graduate Outcomes through HESA  
<https://www.hesa.ac.uk/about/website/privacy>
- The National Student Survey [Privacy Policy – National Student Survey : National Student Survey \(thestudentsurvey.com\)](#)
- FE Leavers Survey <https://www.economy-ni.gov.uk/dfe-privacy-notice>

### **Lawful Basis**

The College is permitted to process personal data where there is a lawful basis to do so. In relation to the administering of surveys and consultations the 'lawful basis' for our processing under the General Data Protection Regulations (GDPR) is:

**Article 6.1 (e)** - processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller

Where we are also required to collect, process and maintain special category data. our lawful basis for processing this information is:

- Article 9.2(j) - processing is necessary for the purposes of statistical and research purposes.

On occasions we may be required to process your personal data for other reasons however we will only do so where a Lawful Basis applies.

### **What information do we collect about you?**

The personal data and special category data that the College holds and provides to the survey administrators may include:

- Name
- Date of birth
- Gender
- Course details
- Unique identifiers
- Language preference
- Contact details (Address/Contact number/Email)
- Next of kin contact details if required by HESA
- Ethnicity
- Gender
- Religion (if applicable)
- Educational Background i.e. qualifications
- Disabilities, learning difficulties, long term medical conditions

Processors may also collect meta-data such as screen resolution, method of participation and time taken to complete the survey.

### **Graduate Outcomes - HESA**

The College will hold your contact details after you graduate in order for you to be contacted to complete the Graduate Outcomes survey.

Your contact details will be passed to the Higher Education Statistics Agency Limited (HESA) and organisations contracted to undertake the Graduate Outcomes survey. The survey contractors will only use your contact details for the survey and will delete them when the survey is closed. HESA may hold your contact details for further Graduate Outcomes surveys where these are in the public interest.

Responses to the Graduate Outcomes survey will be used to create statistics to meet the public interest in the outcomes of higher education. Your responses will also be made available to the College, and we may choose to add additional questions to the survey for College use. **Information from third parties (such as your parent, or your provider, if you are in further study) might be used to complete sections of the surveys if you can't be contacted.**

For more information about the Graduate Outcomes survey visit the dedicated website [www.graduateoutcomes.ac.uk](http://www.graduateoutcomes.ac.uk) and for information on HESA's Privacy Notice visit [Privacy information | Graduate Outcomes](#)

For the purposes of this survey, HESA will be the Controller of personal data processed.

### **Internally Administered Surveys**

The College also conducts internal surveys using the following software and processors:

- QDP <https://www.qdpservices.co.uk/QDPDocuments/QDPPrivacyPolicy.htm> (
- Jisc Digital Experience Insights Survey <https://digitalinsights.jisc.ac.uk/privacy/>
- WorkinConfidence
- Microsoft Forms

The information collected for an internally administered surveys may include opinions on aspects of the service that the College provides.

### **How will my information be used and who will it be shared with?**

Information may be passed between various sections of the College for operational reasons. Information may also be shared with external agencies to which we have obligations eg the Department for the Economy, and to agencies such as HESA and Government Survey and Research Organisations in order to allow them to administer the surveys.

Your responses to surveys will be used solely for research and service delivery improvement purposes. Your participation in consultations and surveys, together with your individual responses to the questions will be kept strictly confidential in line with information security requirements between the College and the processors. Your information that you provide during consultations or surveys will not be used for marketing nor will we sell your information to third parties.

## **International Data Transfer**

Transfer of personal data to the European Union, to third countries or international organisations is restricted under UK GDPR regulations. Overseas sharing will be processed in accordance with [Chapter V](#) of UK GDPR.

## **The Right to Lodge a Complaint**

If you are not happy with how your information is being processed by the College, contact the DPO:

*Data Protection Officer  
South West College  
Burn Road  
Cookstown  
Co Tyrone  
BT80 8DN*

*Email: [gdpr@swc.ac.uk](mailto:gdpr@swc.ac.uk)*

If you are dissatisfied with the College response, you have a right to complain to the Information Commissioners Office (ICO).

## **The ICO contact details are:**

*Information Commissioner's Office  
Wycliffe House  
Water Lane  
Cheshire  
SK9 5AF*

*Tel: 0303 123 1113 or 01625 545 745*

## **Changes to this Privacy Notice**

We reserve the right to update this privacy notice where there is a significant or unforeseen change to our processing activity. We will notify you of any updates to this notice.