

Privacy Notice for Surveys - where Advance HE is Data Processor

A Introduction

This statement describes how Advance HE collects and uses personal information about you when you submit this form to us.

For the purpose of data protection legislation (which includes the Data Protection Act 2018 and the General Data Protection Regulation (Regulation (EU) 2016/679) (the “GDPR”) or any replacement thereof in the UK) and our contract to carry out this work, Advance HE is the Data Processor. We are processing your information under a contract with the Data Controller, who instructs us to collect, hold and use your personal information on their behalf.

B Who we are

Advance HE is a company limited by guarantee incorporated in England and Wales under company number 4931031, and registered as a charity in England under charity number 1101607 and in Scotland under charity number SC043946, with its registered office at Innovation Way, York Science Park, York YO10 5BR. We can also be contacted at data.protection@advance-he.ac.uk or 01904 717500.

C What we use your survey responses for

Where you provide us with personal information, the situations in which we may process your personal information are listed below:

- Administration purposes.
- Evaluating and analysing the information provided by you in the survey.
- Providing the raw data survey responses to the Data Controller.
- Generating reports for the Data Controller or otherwise providing them with analysis, evaluation and feedback in relation to the survey responses.

Our lawful basis for the activities above is the pursuit of our legitimate interests in carrying out work or conducting research in relation to an identifiable contract or project.

D How we will protect your personal information

We are committed to holding your personal information provided in the survey form securely.

Where personal information is held electronically, it is held on a computer system that is owned and controlled by Advance HE or such other third party appointed by Advance HE.

To effectively analyse the information provided in the form, Advance HE stores the details supplied on this form, in both paper and electronic format. Paper copies are held locally by Advance HE at its offices or securely by our staff or contractors. Sometimes we will make electronic copies of paper documents or type up information from them. These documents or information are then stored on our computer system.

The form is completed via a third party survey software or platform. All the information that you provide to us will be transmitted to and stored on our secure servers or the servers of such other third party who we may appoint from time-to-time to store information.

We will only process and retain your personal information for as long as necessary to fulfil our contract with the Data Controller. When the contract ends we will destroy and/or return your data to the Data Controller at their request, unless we are required to retain a copy by law.

Advance HE ensure that our suppliers and selected third parties with whom we share your personal information in accordance with this statement will delete your personal information when they no longer require it or we request them to do so.

E Third party processors/disclosures

We may pass your information on to the following third parties and/or internal teams or departments at Advance HE and for the following purposes:

- The Data Controller in respect of this project
- Our suppliers who provide services on our behalf including, but not limited to, IT providers who own, manage or provide support for our computers or systems we use and our suppliers who provide the applicable platform or other software.
- Our staff or individuals that we appoint to review the form submitted by you.

We may sometimes be obliged to disclose your personal information by law such as by a regulator with appropriate power, or court order.

F Your rights in connection with personal information

Under certain circumstances, by law you have the right to:

- **Request access** to your personal information (commonly known as a “data subject access request”). This enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it.
- **Request correction** of the personal information that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.
- **Request erasure** of your personal information. This enables you to ask us to delete or remove personal information where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal information where you have exercised your right to object to processing (see below).
- **Object to processing** of your personal information where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground. You also have the right to object where we are processing your personal information for direct marketing purposes.
- **Request the restriction of processing** of your personal information. This enables you to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or the reason for processing it.
- **Request the transfer** of your personal information to another party.

If you want to review, verify, correct or request erasure of your personal information, object to the processing of your personal data, or request the transfer of a copy of your personal information to another party, please contact the Data Controller. Otherwise, please contact Advance HE's Data Protection Officer who will be able to assist you, by emailing Data.Protection@advance-he.ac.uk or writing to Data Protection Officer, Advance HE, York Science Park, Innovation Way, Heslington, York, YO10 5BR.

You have the right to complain to the Information Commissioner (<https://ico.org.uk/>) if you have any concerns in respect of the handling of your personal information.

G Changes to this Privacy Notice

Please be aware that we may amend this Privacy Notice from time to time. We will display the current version in the usual places, such as on our website.