

Student Module Evaluation

Privacy Notice

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WINNER
UK UNIVERSITY
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Times Higher Education University of the Year 2012 & 2019
Times Higher Education Widening Participation Initiative of the Year 2019
The University of Strathclyde is rated a QS 5-star institution



Privacy Notice – Student Module Evaluation

Introduction

The University of Strathclyde is committed to transparency and to complying with its responsibilities under data protection legislation. This privacy notice sets out important information regarding how we will use your information and your rights under the legislation. It is important that you read this notice prior to providing your information.

Data Controller and the Data Protection Officer

The University of Strathclyde is the organisation responsible for your personal data in terms of data protection legislation (the data controller).

If you have any queries regarding data protection, enforcing your rights or the use of your personal information, please contact the University's Data Protection Officer at dataprotection@strath.ac.uk.

If you have any queries regarding Student Module Evaluation, please contact modules@surveys.strath.ac.uk.

Information we collect and use about you – Students

Student module evaluation surveys are run to receive feedback on learning, teaching, assessment and feedback at a module level which will be used to enhance the student experience.

The data in this survey is collected online and combined with data already held by the University to enable further detailed analysis, for example to support our obligations under equality legislation. This includes information on your programme, gender, age, ethnicity, home domicile, disability and widening access flags.

All attributable data (that is, data which identifies you as an individual) will be accessed by the Education Enhancement Directorate only and Departments/Schools and interested members of staff within the University will only be able to access aggregate data (that is, statistical data which does not identify you).

Module leaders receive a report based on feedback from the class. Your name won't be used anywhere in the report.

Any partially completed module evaluation surveys (i.e. surveys that you have started but not submitted by the closing date) may be included within the final module report.

A publication threshold of 5 respondents will be applied to any demographic breakdown of survey data to prevent individuals being identified by their responses. This means that a minimum of 5 respondents are needed for each category before an aggregate will be published e.g. by age. You will not be identifiable by your response to the survey in any report produced and distributed within the University.

All free text comments will be disassociated with your responses to prevent the identification of individuals. However do remember that the content of any free text comments you provide might identify you.

Information we collect and use about you – Staff

Student module evaluation surveys are run to receive feedback on learning, teaching, assessment and feedback at a module level which will be used to enhance the student experience.

Student module evaluation data is collected online and combined with data already held by the University to enable further detailed analysis, for example reviewing aggregate results by Programme, Department/School and Faculty. No demographic information or protected characteristics relating to staff are processed in module evaluations, however individual members of staff may be identifiable based on information about the module being taught (i.e. the module name).

All attributable data (that is, data which identifies you as an individual) will be accessed by the Education Enhancement Directorate, for the purposes of administering the student module evaluation platform, undertaking analysis and producing reports.

Module leaders (the person designated Class Organiser in Pegasus for a module) receive a report based on feedback from the class. This report includes free text comments from students, therefore feedback identifying individual members of teaching staff may be included.

Heads of Department/School and their nominees will have access to module level results and reports, which contain attributable data as noted above.

Any results and thematic aggregate reports shared beyond Department/School level will contain aggregate data only (that is, statistical information that does not identify you) and will not include the module name.

Students registered on a module will receive a report with a summary of the aggregated student feedback, along with the module leader's comments. No free-text responses are shared in the student report.

Staff responses to student feedback will be shown in the student report and final module level reports. These responses do not identify you as an individual unless you have chosen to share this as part of your written response.

Why we require this information and our lawful basis

All reports and information from the survey will be used to enhance the learning and teaching experience at the University of Strathclyde.

The legal basis for processing this data is **Legitimate interests** to inform enhancement activities for the student experience at the University of Strathclyde and we will process [special category data](#) about students for statistical purposes relating to monitoring the University's equalities responsibilities. Personal data will be processed in line with existing Privacy Notices for [Staff](#) and [Students](#).

Transferring data internationally

The University uses a supplier which processes personal data on our behalf outside the EEA, in this case, in Canada. We have ensured there is an adequate safeguard in place which complies with the international transfer requirements of GDPR.

How long your information is retained

All data from the survey will be retained electronically for up to five years from the end of the Academic Year in which the feedback was provided to provide trend information.

Your rights

Under data protection legislation, you have a number of rights* including the right to:

- withdraw consent, at any time, where that is the lawful basis of our processing;
- access your personal data and obtain a copy, free of charge;
- rectify inaccuracies in personal data that we hold about you;
- erasure, that is have your details removed from systems that we use to process your personal data;
- restrict the processing in certain ways;
- obtain a portable copy of data you have given to us in a commonly used electronic form; and
- object to certain processing of your personal data by us.

***Please note that the ability to exercise these rights will vary and depend on the lawful basis under which the processing is being carried out.**

Please contact dataprotection@strath.ac.uk if you wish to exercise/enquire about any of these rights.

Complaints

If you wish to make a complaint about how we have handled your personal data, you can contact the Data Protection Officer at dataprotection@strath.ac.uk.

If you are not satisfied with our response or believe we are not processing your personal data in accordance with the law, you also have the right to complain to the Information Commissioner's Office (<https://ico.org.uk/concerns/>).