

Postgraduate Research Experience Survey Privacy Notice

Introduction

1. This privacy notice provides information on how Leeds Beckett University (referred to below as we or us) will collect and process your personal data through this Postgraduate Research Experience Survey.
2. It is important that you read this privacy notice together with our data protection policy which contains more detailed information about our data processing and can be accessed at [upig_data_protection_policy.pdf \(leedsbeckett.ac.uk\)](#)

Who we are and our contact details

3. Leeds Beckett University is the data controller and responsible for your personal data.
4. If you have any questions about this privacy notice or our data protection practices please contact us:

infocompliance@leedsbeckett.ac.uk

The personal data we collect about you in our survey

5. When you participate in the survey we will collect and process the following personal data about you.
 - a. Your course information.
 - b. Your experience of your postgraduate research university studies
 - c. Your demographic information; age, ethnicity, sex, gender, social background and disability.
 - d. Your level and mode of study.
6. To the fullest extent possible we will anonymise your personal data that we receive from this survey.

For the purpose of this business activity the legal basis relied upon for processing your personal data is your consent.

How we use your personal data

7. We will only use your personal data for the purpose for which we collected it which are as follows:
 - a. To better understand your experience of postgraduate research.
 - b. How we can improve postgraduate research experiences in future.

How we share your personal data

8. For this purpose, we will share your personal data with HE and Jisc two third parties organisations who will act as data processors on our behalf:
 - a. Advance HE, may go on to share your personal data with its sub processors, please see their privacy notice for more information [Privacy Policy | Advance HE \(advance-he.ac.uk\)](#)
 - b. Jisc, more information is available at [Privacy notice | Jisc](#)

International transfers

9. We will not transfer, store, and process your personal data outside the UK.

Your legal rights

10. The University embeds the GDPR data protection principals in the management of personal information. For more information on these principals, how to exercise your rights and freedoms and how to contact us please visit our privacy webpage at <https://www.leedsbeckett.ac.uk/our-university/public-information/information-compliance/privacy-your-rights-and-freedoms/>

Further details

11. If you are looking for more information on how we process your personal data including on data security, data retention and lawful processing bases, please access our data protection policy at https://www.leedsbeckett.ac.uk/-/media/files/policies/information-governance/upig_data_protection_policy.pdf
12. Your personal data will be managed within Leeds Beckett One Drive for a period of completion of analysis of data plus 5 years. The [LBU Records Retention Schedule](#) provides full details in relation to how long we retain information.