



# Privacy Notice Survey



## Privacy Notice – Survey

### Introduction

Belfast Metropolitan College (“the College”) recognises and respects the importance of your privacy and is committed to treating your personal information responsibly and in compliance with all relevant data protection legislation.

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

When the College commissions a formal stakeholder consultation or survey exercise they will remain the data controller and the administrators of the exercise will act as the processor on behalf of the College.

The College commissions with the Department of Economy the following surveys each year:

- Graduate Outcomes through HESA <https://www.hesa.ac.uk/about/website/privacy>
- The National Student Survey- through Ipsos MORI <https://www.hesa.ac.uk/about/website/privacy>
- FE Leavers Survey <https://www.economy-ni.gov.uk/dfe-privacy-notice>
- Learner Satisfaction Survey through QDP <https://www.qdpservices.co.uk/QDPDocuments/QDPPrivacyPolicy.htm>

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

- QDP <https://www.qdpservices.co.uk/QDPDocuments/QDPPrivacyPolicy.htm>
- JISC, ‘Digital Insights’ <https://digitalinsights.jisc.ac.uk/privacy/>
- Survey Monkey <https://www.surveymonkey.com/mp/legal/privacy-policy/>
- Canvas <https://www.instructure.com/policies/privacy>

### How will the information you provide be used?

Your responses to surveys will be used solely for research and service delivery improvement purposes, and may include providing information to statutory bodies. The results of the survey will be anonymous and provided in the form of statistical information. You will not be identifiable in any published results.

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.

The College Data Protection Officer is Ainslie McMahon, [dataprotection@belfastmet.ac.uk](mailto:dataprotection@belfastmet.ac.uk)

### Lawful Basis

The College is permitted to process personal data where there is a lawful basis to do so. In relation to the information provided on this form, the General Data Protection Regulations (GDPR) ‘lawful basis’ for our processing will be the following:

- **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 e.g. on behalf of the Department for the Economy (DfE), our role is provide you with quality education.

### Special Category Data

We are also required to collect, process and maintain special category data. Our lawful basis for processing this information is mainly:

- **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.

### Categories of Personal Data

Personal data and special category data provided by the College to the processors may include:

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

The College will never ask for information which is not relevant to your survey answer. Processors may also collect meta-data such as screen resolution, method of participation and time taken to complete the survey.

### Who will have access to my information, or who will you share it with?

Information may be passed between various sections of the College for operational reasons and may also be disclosed to external agencies to which we have obligations for example Government Agencies and associated Statutory Bodies (e.g. Department for the Economy, HMRC, PSNI), UKVI Home Office, European Commission and their agents, British Council, UKNARIC, US College Board, College partner organisations, Higher Education Statistics Agency, Government Survey & Research Organisations. We may also disclose information to legal representatives.

For full details on our Privacy Notice and your Rights, please visit our website.