## **DATA PRIVACY NOTICE:**

**Survey of current and recent students participating in Data Science/Artificial Intelligence conversion Master’s courses starting in years 2020/21 to 2022/23**

**1. Introduction**

# The Office for Students (OfS) has commissioned the Careers Research & Advisory Centre (CRAC) to conduct an evaluation of its funding programme through which UK universities are developing new Masters conversion courses in Data Science and Artificial Intelligence.

Within this evaluation, the Office for Students has authorised CRAC to design, implement and manage online surveys of students who take part on the courses within this funding programme, at different times during and after the courses, to be implemented different cohorts of students.

# The OfS is committed to protecting any personal information collected during the evaluation and being clear about any information held about individuals and how it is used.

# **2. Data controllers**

For the purpose of this evaluation project, the Office for Students and CRAC are joint Data Controllers.

# Both organisations are registered with the Information Commissioner’s Office (ICO):

# The OfS’s registration number is ZA309955

* CRAC’s registration number is Z1030346

Within this evaluation, the Office for Students has authorised CRAC to design, implement and manage several online surveys of students who take part on the courses within this funding programme, to be implemented at different for various cohorts of students.

CRAC’s Research Director Robin Mellors-Bourne is the first point of contact for people who may have concerns about the processing of information obtained in these surveys. You can contact him by email at [Robin.Mellors-Bourne@crac.org.uk](mailto:Robin.Mellors-Bourne@crac.org.uk)

**3. How we will use your information**

We can only collect and process your personal information where we have a specific purpose for doing so and have told you what those reasons are.

The survey/s will collect responses from students who enrol on the courses within the programme being evaluated about their views, experiences and impacts of participation.

Results from the survey responses will be aggregated and analysed and then written up in evaluation reports that CRAC will produce to assist the OfS in understanding how these courses are benefiting students and supporting their careers and whether, as intended, some are then entering jobs relating to their course.

If we want to use personal information for a reason other than those purposes set out above, we will tell you before we start that use and provide further information about the new purpose(s).

**4. Legal basis for using personal information**

Under data protection legislation, we require a legal basis to be able to process personal information for the purposes set out above.

The lawful basis for processing your personal information is your explicit consent in accordance with Article 6(1)(a) and Article 9(2)(a) of the General Data Protection Regulation (GDPR) 2018.

**Withdrawal of consent**Consent must be a clear positive action that you have given your agreement to the use of your personal information, and consent can also be withdrawn at any point if you are no longer happy with the use of your personal information for a specific reason. If you to wish to withdraw consent, please do so in writing to [Robin.Mellors-Bourne@crac.org.uk](mailto:Robin.Mellors-Bourne@crac.org.uk)

Once consent is withdrawn, we will destroy all relevant personal information unless we are relying on a different legal basis to justify keeping your personal information. If that is the case, we will tell you in writing. However, withdrawing your consent does not affect the lawfulness of processing based on consent before you withdrew consent.

**5. What personal information we will collect**

The survey/s will be designed to minimise the amount of personal information collected, but CRAC will be requesting personal characteristics data in order to understand how outcomes and experiences may vary for different groups. This is also necessary as the Office for Students is providing scholarships for students in under-represented groups, specifically on the basis of certain personal characteristics. The types of personal information CRAC will be seeking are:

* Gender
* Ethnicity
* Age
* Disability
* Email contact details
* Salary

**6. Who we give personal information to**

Information submitted through the survey will be compiled and temporarily stored by CRAC for these purposes. Aggregate-level results will be reported to OfS (and a final report will be published) but respondents will not be identifiable from any such output. All results and reporting will be anonymised. CRAC will not pass individuals’ personal information collected in the survey to any other organisation (including universities running the courses) except where required to do so by law or if explicit permission has been obtained by a respondent to share their data with a particular third party.

**7. Where personal information will be stored and for how long**

CRAC will create and implement the online survey/s using the SurveyMonkey software platform (which is a data processor, according to data protection legislation). During data collection, it is possible that data may be stored on servers residing outside the UK. SurveyMonkey adheres to the high standards of information security as outlined here:

<https://www.surveymonkey.com/mp/legal/privacy-policy/>

Information submitted by participants in the surveys conducted will be removed from the online survey platform by 31 December 2023 (or within three months of date of closure of the last survey if later) and retained by CRAC no longer than until 31 December 2024. At this point any such data will be securely deleted.

**8. Rights over personal information**

Once personal information has been collected, a survey respondent has certain rights in relation to the information that may be exercised, for example the right to:

* Ask for a copy of the personal information
* Correct inaccurate personal information held
* Ask for personal information to be deleted (within certain limits)
* Restrict processing of the personal information

All these rights have certain limitations depending on the request and the purpose for which the personal information is held.

**9. How we protect your personal information**

CRAC has a number of security measures in place to protect your personal information, including these listed below:

* All staff are required to undertake training in data protection and information security on joining the organisation and thereafter on an annual basis;
* Formal information security policies exist that must be read and understood by all staff;
* Personal information or data are only available to those members of staff who require access as part of their role;
* CRAC’s information and data systems are accredited through the ISO27001 Information Security standard and also the Cyber Essentials scheme.

**10. Complaints about the use of personal information**

If you are unhappy with the way in which you believe personal information has been handled, please contact us via [Robin.Mellors-Bourne@crac.org.uk](mailto:Robin.Mellors-Bourne@crac.org.uk) who will try to resolve your issue informally. If we are not able to resolve the issue to your satisfaction, you can also make a complaint to the data protection supervisory authority. In the UK, this is the Information Commissioner’s Office (ICO) and they can be contacted by email at [casework@ico.org.uk](mailto:casework@ico.org.uk)

**12. Changes to this privacy notice**

We keep our data processing and privacy notices under regular review.

**This privacy notice was last updated on 13 January 2022*.***