

# Privacy Notice for Colleague Engagement Survey

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## Your Personal Data

The University of Glasgow will be what's known as the 'Data Controller' of your personal data processed in relation to the Colleague Engagement (CE) survey. This privacy notice will explain how The University of Glasgow will process your personal data with its partners, [People Insight](#).

## Why we need it

We are processing your basic personal data including:

1. name
2. work email address
3. staff number
4. what team you work in
5. details of your role including job family, and generic role title eg "Lecturer" "Cleaner"
6. details of your working arrangements including whether you are part time, grade and contract type (eg open ended/fixed term) and length of service

In order for our survey partners to deliver survey links to you, and to create a dataset from the CE survey it is important that the right information is provided to be able to identify patterns across different groups of staff. This supports the survey's purpose as a tool to support the University continually reviewing and improving its services to colleagues as an employer. Your individual data under items 4-6 above cannot be viewed with your survey responses by anyone at the University of Glasgow, and there is a built-in anonymity limit in the results dashboard to prevent any group of fewer than 10 people's responses being viewed.

For that same purpose, as part of the survey you also have the option to submit demographic and special categories data, specifically:

- Sex
- Gender identity
- Sexuality
- Ethnicity
- Disability or health condition

For the CE survey, the University of Glasgow **does not** process any demographic or special categories data you may have voluntarily included in your personal information on our HR system (People XD, formerly known as CORE HR); it is your choice as a survey respondent to submit these data independently with your survey response. This data is subject to the same anonymity limits described above, and individual's data cannot be viewed with their survey responses.

We, and our partners, People Insight, will only process data that we need in order to provide and oversee this service to you. You can read more in [People Insight's Privacy Notice](#)

## ***Legal basis for processing your data***

We must have a legal basis for processing all personal data. In this instance, the legal basis is legitimate interests.

## **What we do with it and who we share it with**

All the personal data you submit is processed either by staff at the University of Glasgow, or by staff at the University's surveying partner, People Insight, both in the United Kingdom. All data is transferred between the University and People Insight via a secure file transfer.

The CE survey primarily processes existing data collected by the University of Glasgow for the purposes outlined in the [Staff Privacy Notice](#). This privacy notice covers the additional processing activities required to run the survey, and where relevant, the collection of the demographic data as outlined above.

The types of your data described above in 'Why we need it' are processed for different purposes:

Type of data	What we do with it
Items 1-3 above: name, work email address, staff number	<p>Passed by the University to People Insight so that they are able to deliver a unique link for you to complete the survey, track whether you have responded, contact you to remind you to complete the survey while the survey is live, and to place your survey response with that of your team once completed.</p> <p>Once the survey has closed, these data are removed from the survey file by People Insight to anonymise the responses before the results are made available to the University.</p>
Items 4-6 above: your team, role and working arrangements	<p>Passed by the University to People Insight prior to the survey opening so that they are able to place your survey response with that of your team, job family etc once completed to identify patterns in responses.</p> <p>Once the survey has closed, these data are put into People Insight's results dashboard (which limits views to a 10 person minimum) where individual responses cannot be identified next to this information about your team, role and working arrangements.</p>
Demographic information you voluntarily submitted in the survey	<p>Collected by People Insight during the survey so that they are able to place your survey response with colleagues with the same demographics to understand patterns in responses and to support the University to fulfil its equality responsibilities as an employer.</p> <p>You have the option to not complete the demographic questions.</p>

In addition to the anonymisation process of removing name, email and staff number from responses, there are further anonymity measures through the survey results dashboard. The dashboard has built-in software that limits the view of any UofG user to a minimum of a group of 10 respondents; below that threshold, no results are visible at all.

### How long do we keep it for

Your data as processed for the purposes of the survey will be retained by the University for the duration of the survey window plus one calendar month. After this time, data processed for the purposes of the survey will be securely deleted. N.B. that any existing data used for the purposes of the survey will continue to be stored in its original form, as covered by the general [UofG Staff Privacy Notice](#).

Details of People Insight's retention of your data can be found in [their Privacy Notice](#) for survey respondents.

### What are your [rights](#)?\*

You can request access to the information we process about you at any time. If at any point you believe that the information we process relating to you is incorrect, you can request to see this information and may in some instances request to have it restricted, corrected or, erased. You may also have the right to object to the processing of data and the right to data portability.

If you wish to exercise any of these rights, please submit your request via the [webform](#) or contact [dp@gla.ac.uk](mailto:dp@gla.ac.uk).

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

## **Complaints**

If you wish to raise a complaint on how we have handled your personal data, you can contact the University Data Protection Officer who will investigate the matter.

Our Data Protection Officer can be contacted at [dataprotectionofficer@glasgow.ac.uk](mailto:dataprotectionofficer@glasgow.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 can complain to the Information Commissioner's Office (ICO) <https://ico.org.uk/>