Privacy Notice for the Colleague Engagement Survey

**The Colleague Engagement Survey** is an annual survey about experiences of work available to the majority of UofG colleagues.

**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 Survey (CES). This privacy notice will explain how The University of Glasgow will process your personal data.

**Why we need it**

We are using your basic personal data, which is stored in the University’s HR information system (People XD) including your name, work email address, staff number, and information about your role and employment at UofG (such as job family, grade, work hours etc.) to configure and set up the survey with our survey provider People Insight.

People Insight will collect additional information from you via the survey, including information about your experiences of working at the University of Glasgow, as well as optional demographic data which includes limited special categories data (such as religion, ethnicity, sexuality, disability etc.) where relevant. This information is only ever shared with the University of Glasgow by People Insight anonymously, meaning that the University cannot identify individual members of staff from the survey responses they provide.

The information is required to better understand your experience of working at the University of Glasgow and to inform future improvements to colleague engagement.

**Legal basis for processing your data**

We must have a legal basis for processing all personal data. In this instance, the legal bases are:

Legitimate interests: the University has a legitimate interest in continually reviewing and improving how it provides its services to you and in ensuring it meets one of its Key Performance Indicators of continuous improvement of Colleague Engagement. The University is also invested in attracting and retaining high-calibre colleagues by leveraging its embedded values-based culture.

Explicit consent: for any special categories data you chose to provide via the survey to People Insight.

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

Your data will be processed by staff at the University of Glasgow in the United Kingdom and shared with People Insight, the University’s CES provider. People Insight will run and manage the CES on behalf of the University of Glasgow as our contracted ‘Data Processors’. Please refer to People Insight’s [Privacy Notice](https://peopleinsight.co.uk/survey-privacy-policy/) for information on how they process your data.

In addition:

* Your data will be processed securely with encryption and pseudonymisation applied during preparation, transfer, and analysis.
* Once analysed, your data and survey responses will be fully anonymised by People Insight. Only fully anonymised survey results will be shared by People Insight with the University of Glasgow. This means that the University of Glasgow will never be able to identify individual employees from the survey results.

**How long do we keep it for**

Your data will be retained by the University and by People Insight for the duration of the survey window plus 120 days. After this time, your data processed for the purposes of the survey will be securely deleted. Only anonymous reports and statistics will be retained.

Please note that data used for the purposes of the survey will continue to be stored in its original form within People XD, as detailed in the [UofG Staff Privacy Notice](https://www.gla.ac.uk/myglasgow/humanresources/a-z/hrrecordsretention/privacynotice-staff/).

**What are your** [**rights**](https://www.gla.ac.uk/myglasgow/dpfoioffice/informationrequests/datasubjectrights/)**?\***

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. Where we have relied upon your consent to process your data, you also have the right to withdraw your consent at any time.

If you wish to exercise any of these rights, please submit your request via the [webform](https://glasgow.saasiteu.com/alp.aspx?Role=anonymous&Tab=ServiceCatalog&CommandId=NewServiceRequestByOfferingId&Template=A719E970303F48E697239E7FDBBA5BC5) or contact 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

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/>