



Guidance for Using Survey Tools When Gathering Personal Data

Please use Microsoft Forms (logging in with your University account) to undertake your surveys. **Do not** use other survey providers such as Survey Monkey.

Be upfront and tell those responding to the survey how their data will be used. This information can be included along with the survey, in the header or footer or a link provided.

The information should include:

What information you will collect

How it will be used

Why the information is being processed

Whether you will disclose the data to anyone and for what reason?

How long the information is kept and will it be anonymised?

Any other assurances about how the information will be used, should also be included.

Where you have stated the information will only be kept for a limited time, or used in a specific way, then you do need to honour this. If there are changes to how the information will be used, then you should communicate this to those who have provided their data, so they are always fully informed.

On occasions where information has to be shared at the Staff Student Liaison Committee, it should be noted that if specific pieces of qualitative feedback are being discussed, you should be mindful to ensure that those persons referred to cannot be identified from the information. Feedback should be accurate, balanced, constructive and depersonalised. If there have been very specific issues raised, it is worth bearing in mind that the Committee may not be the correct forum to raise such issues.