

Privacy Notice for the Postgraduate Research Experience Survey (PRES)

This privacy notice explains who we are, how and why we collect the Postgraduate Research Experience Survey (PRES) data, our lawful basis, relevant retention periods, and how you can exercise your privacy rights. Please do read this notice to understand our practices and if you have any questions please contact us using the contact details provided.



Who we are

We are the University of Wolverhampton and we are responsible for, and control the processing of your personal data to provide you with University services, to undertake our responsibilities and legal/statutory obligations, and to monitor our own performance. The University of Wolverhampton is a data controller, registered with the Information Commissioner's Office, and for the purposes of the Data Protection Act 2018 and the General Data Protection Regulation (GDPR), we have appointed a Data Protection Officer who has formal responsibility for data protection compliance within the organisation.

You can contact our Data Protection Officer at email dataprotection@wlv.ac.uk , University of Wolverhampton, Wulfruna Street, Wolverhampton WV1 1LY. Tel. 01902 32 1000.

We are committed to protecting your privacy. This notice explains how the University of Wolverhampton collects and processes your Personal Data in relation to PRES.



What is the Postgraduate Research Experience Survey (PRES)?

PRES is a national survey that asks postgraduate research students to feedback on their experiences of their studies. The survey includes the processing of personal data to allow for analysis by personal characteristics.

The survey is co-ordinated by Advance HE on behalf of higher education providers including the University of Wolverhampton. The local survey is administered by the Research Policy Unit/Doctoral College, using the JISC Online Survey platform to collect responses. Jisc Online surveys (an organisation which provides IT and data support in the higher education sector) stores and transmits anonymised survey data to Advance HE on our behalf.

The University is the Data Controller of your personal data within your survey responses. This means that we have the core legal responsibility to safeguard the information and ensure it is processed in accordance with data protection laws. Agreements are in place to ensure that survey data is processed securely at all stages of the process. Advance HE and Jisc Online Surveys are the Data Processors. Advance HE also uses Sub-Processors as and when required.



The purposes of the processing

The purpose of PRES is to gather information on the postgraduate research student experience. The University collects and processes this data to monitor student satisfaction, improve our understanding of the postgraduate experience, identify areas for further development and inform decisions about our Postgraduate Research provision.

Current Postgraduate Research Students undertaking an MPhil, PhD, PhD by Published Works or Professional Doctorate who started before the 1 January 2024, will be included in the survey.

Whilst the survey is taking place the database will record user details to allow the survey software to send targeted reminder emails to students who have yet to complete the survey.

Once complete, the survey data is used nationally and at the University for the purposes of research, planning and benchmarking, to evaluate and improve the experiences of current and future postgraduate researchers.



The lawful basis for processing

The lawful basis for processing your data within the survey is your consent. There is no obligation or requirement for you to participate in the survey.

Please do consider completing the survey - over one hundred universities and colleges take part in the survey UK and globally. This means we can compare your experience against similar postgraduates at other institutions to see if we are supporting your learning, as we should.



What information is being collected and used for the PRES?

Some of the data that we hold about you will be used to pre-populate the survey software, including your name, student ID, student email address, contact email address, course information, domicile, location of study, date of birth, gender, and ethnicity.

The University of Wolverhampton removes these identifiers before reports are circulated, to protect your identity.

If you choose to participate in this survey, you will be asked to provide responses about your experiences as a postgraduate research student.

It is important that you follow the guidance within the survey itself to avoid including potentially identifiable information about yourself or others in your responses. Your personal data and survey responses will not be used for the purposes of identifying you or to make any decisions about you personally. You will not be identified in any publication by University of Wolverhampton, which relates to the survey results.



The recipients or categories of recipients of the personal data

Once you have completed the survey and the survey has closed (16 May 2024) your questionnaire, responses will be immediately available within Jisc Online Surveys so that the university can carry out analysis of survey results.

The university will create an institutional report of results and a PRES action plan. They will also provide anonymised aggregated responses to Faculties and Schools with a view to the production of Faculty Level action plans. The university will ensure that demographic or qualitative data that might identify individual respondents is removed.

Advance HE access the anonymised survey data securely to assist the University and the sector with data analysis, and for research purposes, including the production of national reports about the characteristics and views of postgraduate researchers, and the state of postgraduate research. Jisc Online Surveys have access to survey data because they maintain the survey tool.



Your right to withdraw

Your participation in this questionnaire is voluntary and you can stop at any point without your responses being included in the dataset. You can withdraw your consent at any time in the future by contacting the Doctoral College (DoctoralCollege@wlv.ac.uk).

However, we will not be able to remove your responses from the anonymised aggregate results used by University of Wolverhampton, Advance HE and Jisc Online Surveys after the survey has closed on 16 May 2024.



Data retention

Survey responses will be held, confidentially and securely, in a form, which identifies you only for as long as necessary for the purposes described. Survey data in an anonymised format, from which you can no longer be identified, will be retained indefinitely for the purposes of producing statistical analysis and time series reports.



Queries, concerns or complaints

If you have any queries, concerns or believe that your Personal Data is being handled in a manner, which is contrary to statutory requirements, you may wish to contact the University of Wolverhampton's Data Protection Officer via dataprotection@wlv.ac.uk or complain to the ICO via www.ico.org.uk



Updates to this privacy notice

We may update this privacy notice from time to time in response to changing legal, technical or business developments. This privacy notice was last updated in January 2024.