**Information Governance – Data Protection**

**Privacy Notice – [INSERT NAME OF SCHOOL / PROFESSIONAL SERVICE HERE] – [INSERT NAME OF SURVEY HERE]**

**How we use your information**

[INSERT AIM OF SURVEY HERE]

If you choose to provide personal data in response to any of our questions, you should understand that we will hold and process that information in the dataset we generate from the survey responses.

We will retain the raw data from the survey responses until the end of Academic Year [INSERT DATE HERE, e.g., 2025/26], when it will be deleted.  We will retain our anonymous/analysis and reporting.

You are under no obligation to complete this survey.

**Personal data**

Personal data is explicitly asked for in this survey. Should you provide personal data in response to any of our questions, please consider whether your responses reveal circumstances which may identify you and whether you wish to include them. Any disclosure of personal data is at your own discretion. You should restrict your answers to the matter at hand and avoid disclosing the personal data of others.

**Special categories of personal data**

The University does/does not [DELETE AS APPROPRIATE] require any special categories of personal data in the completion of this survey.

**Data controller**

Should you provide personal data in response to this survey the University of Dundee would be the data controller for this information. This data may be processed by the University’s nominated agents such as software or service providers. Data will be processed using the University’s business systems. These include Microsoft 365 and Microsoft OneDrive.

The University uses an online survey run by JISC to collect this information. For information on how this service secures your data please see <https://www.jisc.ac.uk/online-surveys>.

**Lawful processing**

If you choose to provide personal data in response to our questions, it will be processed by the University on the basis that it is lawful for it to process your personal data, as the processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the University as data controller.

**Your rights**

The University respects your rights and preferences in relation to you. If you wish to update, access, erase, or limit the use of your information please let us know by emailing [INSERT SURVEY CONTACT NAME HERE]: [INSERT SURVEY CONTACT EMAIL ADDRESS HERE] @dundee.ac.uk quoting the unique response ID number at the end of the survey.

If you wish to complain about the University’s use of your information, please contact the University’s Data Protection Officer in the first instance by emailing [dataprotection@dundee.ac.uk](mailto:dataprotection@dundee.ac.uk). You may also wish to contact the Information Commissioner’s Office.