

## [Privacy notice - University Graduate Surveys](#)

### [Introduction](#)

This privacy notice introduces your privacy rights and how the University gathers, shares and makes use of information, when undertaking surveys with former students and/or individuals connected with the institution.

### [Who we are and how you can contact us](#)

University of St Andrews, College Gate, North Street, St Andrews, KY16 9AJ, Fife, Scotland, UK ("the University"). The University is a charity registered in Scotland, No SC013532. You can get in touch with the University Data Protection Officer by email [dataprot@st-andrews.ac.uk](mailto:dataprot@st-andrews.ac.uk) or by post by writing to Mr Christopher Milne, Head of Information Assurance and Governance, University of St Andrews, Butts Wynd, North Street, St Andrews, KY16 9AJ.

### [How we gather personal data](#)

Your contact details will have been sourced from the University student record, or from other records held by the University.

### [How we use your personal data](#)

Your contact details may be passed to the Higher Education Statistics Agency and/or other third-parties who are engaged to undertake market research surveys. Such surveys enquire about experiences at the University. Contact details will be used to invite people to take part in a survey(s), of which there is no compulsion to participate.

The survey data will be used to produce statistical reports; individuals will not be identifiable.

### [Using your personal data lawfully: the legal basis for processing](#)

In instances where the University is required by funding bodies to participate in surveys, public task will be the legal basis for making use of your details. In other instances, legitimate interests will be the basis.

### [Sharing and transferring your personal data](#)

Your personal data will be shared within the University; and/or with agents and contractors engaged by the University to administer these surveys.

### [Keeping your personal data](#)

Your contact details will be held by the University as part of your student record and/or alumni record. Contact details form are a core part of the University student record and unless there is good reason, those are kept indefinitely.

### [Your privacy rights](#)

You have the right to object to how the University makes use of your personal data. If you do not wish to participate in future surveys, please contact the University Data Protection Officer.

You also have the right to access, correct, sometimes delete and restrict the personal information we use. In addition, you have a right to complain to us and to the data protection regulator. The University Data Protection Officer can provide more details.

### [The right to lodge a complaint with a supervisory authority](#)

If you believe that the University has not made use of your personal data, in line with the requirements of data protection law, you have the right to raise this with the regulator i.e. the UK Information Commissioner Office's ("the ICO"). However, you must first raise any issues with the University, by contacting the Data Protection Officer.

Details on how to contact the ICO are available online, at:

<https://ico.org.uk/global/contact-us/>

#### Availability

This Privacy Notice will be published on the University website. Should a copy of this Privacy Notice be required in another form, including orally i.e. an audio recording, please contact [dataprot@st-andrews.ac.uk](mailto:dataprot@st-andrews.ac.uk).

#### Further information

If you have enquiries about this Privacy Notice, or wish to exercise any of your privacy rights, please contact Mr Christopher Milne, University Data Protection Officer by e-mailing [dataprot@st-andrews.ac.uk](mailto:dataprot@st-andrews.ac.uk).