

Privacy Statement

How do we collect your responses? Is it confidential?

Our survey is powered by SmartSurvey.

It is an 'anonymous survey' which means that we do not ask for, or store, your name, contact details, or your IP address with your response.

The following personal details are stored on Smart Survey, which has UK based servers and is fully [GDPR compliant](#):

- First name
- Email address

Your email addresses may be grouped by course and will be used to promote the survey. Smart Survey automatically generates a unique link to the survey which is associated with your email address.

As the account holders, we are unable to see what the unique link is and we cannot see which email address holder has completed the survey, thereby protecting your anonymity. Smart Survey will then enable us to produce targeted emails to those who have not yet completed the survey, without being able to see who those people are.

We use the email address you provide us with during enrolment or that you have updated on our system via MyTAP self-service and is in line with acceptable use of emails under UK law.

The unique links and email addresses are not stored with the response data and therefore cannot be matched to a respondent.

Smart Survey does not use email addresses for any purpose other than that described above.

Why are we asking you to complete this survey?

We care about the quality of the experience you are receiving as a student with us at any site of delivery. The survey gives us valuable feedback to help us to learn what to focus on improving.

How will we use your data?

We will download the full dataset of all **submitted** responses and all **incomplete** responses after the close of the survey.

There is an option to save and continue. By saving your survey, you have the option of going back into the survey and amending or deleting your responses before the close of the survey.

If you go beyond the first page and then subsequently close the survey browser without clicking on 'save and continue later' **and** also entering a valid email address, your completed responses **will** be included in the dataset and you will be unable to go back into your survey and amend or delete your responses. Please contact studentsurveys@tavi-port.nhs.uk if this happens and you wish to erase an unsaved incomplete survey. Please see 'your rights' below for more details.

Once you click on the 'submit' button at the end of the survey, you will be provided with a link to click on in order to enter the prize draw. It is a voluntary prize-draw. You will be asked for a name and your email address so that we can contact you if you win. This information is kept in a separate location and is not part of the survey questionnaire, therefore not linked to your survey responses.

The downloaded data is stored in a secure drive on the Trust server, which meets strict NHS data protection requirements.

The data is split by course and course teams receive the course-level dataset so that they can report on their courses as part of the Annual Review of Courses process.

The 'about yourself' section of the survey is removed from this course-level dataset. Course teams may be provided with graphs of protected characteristic data where there are at least 10 respondents, but will never receive the full dataset.

The data is analysed at a high level and an [overview report](#) produced. This report is received by the Board of Directors, Education and Training Committee, Training Executive, Academic Governance and Quality Assurance Committee, Learning and Teaching Committee, Operational Managers Meeting and other relevant committees and bodies to discuss and agree on actions to take based on the results.

Quotes from the written (qualitative) comments may be used for marketing purposes.

How long will we keep your data?

The raw dataset is kept for 5 years.

How secure is your data?

Smart Survey is GDPR compliant, and stores all data in the UK.

The downloaded data is stored in a secure drive on the Trust server, which meets strict NHS data protection requirements.

The raw dataset is handled and viewed only by the person carrying out the analysis of the data, the Equality, Diversity and Inclusion team and other senior managers. It is never shared at a course level.

Your rights

You will be able to unsubscribe from the survey promotion emails by scrolling to the end of the email and clicking the 'unsubscribe' link.

If you want to access your personal data, rectify your personal data, erase your personal data, object to the processing of your personal data, or for any other enquiries regarding the handling of your personal data, please contact studentsurveys@tavi-port.nhs.uk directly.

You have the right to have your response erased. Prior to submitting the survey, if you save your responses by entering your email, you are able to log into your survey and edit or delete your own responses. After you have submitted your survey, the only way that we are able to remove your responses is for you to share with us your confidential email confirmation from Smart Survey. We may also need further additional information such as time of submission, course code and written comments. This is an anonymous survey and we are unable to identify individual student responses without this additional information.

Who to contact

For more information about the survey, please contact studentsurveys@tavi-port.nhs.uk

To contact the Data Protection Officer, please email [Janice Abraham](mailto:Janice.Abraham).

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