

Module and Programme Evaluation Surveys

Who will own my data once I submit it?

University of Liverpool

Why do you need my information?

Module and programme evaluation is used to help university staff understand the perceptions, opinions and experiences of students studying on our modules and programmes. Staff will use this information to make informed changes to the way modules or programmes operate.

What allows you to use my information?

By completing and submitting the form, you are giving University of Liverpool consent to collect and use your submitted data as described in this document.

Who will my information be shared with?

Only University of Liverpool staff will be able to see the information. This includes some people contracted to the university from outside, such as external examiners (experts from other universities who advise us on our learning and teaching). More general information (such as, "70 % of our students agree that...") may be shared outside the university, in reports to government or other bodies on our teaching and learning, for example.

Your responses will be tagged with information that we already hold about you, such as your programme, age, gender, ethnicity etc., so that we can sort and seek to understand the information in these terms. However, this will not be done in a way that would make you identifiable – combined responses from fewer than five students in a particular category will not be reported.

Specifically, **your individual responses will not be identifiable as yours**, except in the following rare situations:

- Your responses make University of Liverpool staff fear for your safety or wellbeing, or that of someone else.
- Your responses are clearly bullying or offensive in nature, so that they contravene the University of Liverpool's [Student Conduct Policy](#).

Do I have to provide this information and what will happen if I don't?

You are not required to provide this information and you may withdraw your consent to the use of the information at any time.

However, the more students who complete our evaluation surveys, the more useful the information is to the university in developing its learning and teaching.

If you wish to withdraw your consent to the use of data, you should raise a call with the [Service Desk](#) with your name and Student ID number to request this.

How long will you keep this data for and why?

The response data will be retained for six years, according to the University of Liverpool data retention policy.

How will my information be stored?

The response data will be stored in the Evasys evaluation survey system.

Will this information be used to take automated decisions about me?

No

Will my data be transferred abroad and why?

No

What rights do I have when it comes to my data?

Under the UK General Data Protection Regulation, you may have the following rights with regards to your personal data:

- The Right to subject access – you have the right to see a copy of the personal data that the University holds about you and find out what it is used for.
- The Right to rectification – you have the right to ask the University to correct or remove any inaccurate data that we hold about you.
- The Right to erasure (right to be forgotten) you have the right to ask the University to remove data that we hold about you.
- The Right to restriction – you have the right to ask for your information to be restricted (locked down) on University systems.
- The Right to data portability – you have the right to ask for your data to be transferred back to you or to a new provider at your request.
- The Right to object – you have the right to ask the University to stop using your personal data or to stop sending you marketing information, or complain about how your data is used.
- The Right to prevent automated decision making – you have the right to ask the University to stop using your data to make automated decisions about you or to stop profiling your behaviour (where applicable).

Please note that not all rights apply in all situations. To find out more about [your rights under the UK GDPR](#), please visit the Information Commissioner's website.

To request a copy of your data or ask questions about how it is used, contact:

Dan Howarth, Data Protection Officer

- Email: legal@liverpool.ac.uk
- Post: Legal & Governance, University of Liverpool, Foundation Building, 765 Brownlow Hill, Liverpool L69 7ZX

Who can I complain to if I am unhappy about how my data is used?

You can complain directly to the University's Data Protection Team by writing to:-

- Dan Howarth, Data Protection Officer
- By email: legal@liverpool.ac.uk
- Post: Legal & Governance, University of Liverpool, Foundation Building, 765 Brownlow Hill, Liverpool L69 7ZX

You also have the right to complain to the Information Commissioner's Office using the following details:

- The Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF
- Telephone: 08456 30 60 60 or 01625 54 57 45
- Website: www.ico.org.uk