

Privacy Notice for Consultations and Surveys

Policy Name:	Privacy Notice for Consultations and Surveys		
Approval Date:	11/09/2026	To Be Reviewed:	Annually
Approved By:	Management Committee	Version:	1.1

Privacy Notice for Consultations and Surveys

1. Introduction

- 1.1 This privacy notice explains what personal data we may hold about you when you take part in an RSU consultation or survey, how we collect it, how we use it, and who we may share information with. We are required to give you this information under data protection law. This privacy notice should be read in conjunction with our [corporate privacy notice](#).

2. Who we are

- 2.1 Roehampton Students' Union (RSU) is the data controller for the information you provide when taking part in a consultation or survey. We're a registered charity (No. 1139857) and a company limited by guarantee (No. 07323081).
- 2.2 RSU is registered as a controller with the Information Commissioner's Office (ICO), registration number ZA161670, and is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.
- 2.3 To contact us about your data email rsu@roehampton.ac.uk (mark your email 'Data Protection').

3. What this notice covers

- 3.1 From time to time, RSU carries out consultations and surveys to gather your views and feedback on our services, to plan future services, and to shape our policies and advocacy work. Participation is always voluntary. You do not have to take part, but doing so helps us to improve what we do for everyone who uses our services.
- 3.2 This notice covers all consultations and surveys carried out by RSU, regardless of the platform used to collect responses.

4. Where we get your personal information from

- 4.1 We get your personal data from a number of sources. The legal basis for processing depends on how and why we receive it.
- 4.2 When you give it to us directly
- 4.3 You provide us with your information when you complete a consultation or survey. This may be through an online form, a paper form, or in person. The legal basis is consent. Participation is voluntary and you choose what information to provide.
- 4.4 Where we collect equality and diversity data as part of a consultation or survey, this is classified as special category data under UK GDPR. We only collect this where it's relevant to the purpose of the consultation, and the legal basis is explicit consent.
- 4.5 When we collect it through survey platforms
- 4.6 Some of our consultations and surveys are hosted on third-party platforms, currently Cognito Forms and Tally. These providers act as data processors on our behalf and RSU has data processing agreements in place with each of them. Your data is collected directly by the platform and held securely until RSU retrieves it.

5. What personal data we collect

- 5.1 The information we ask for will vary depending on the purpose of the consultation or survey. We may ask for the following (this list is not exhaustive):
- Your name
 - Your email address or other contact details
 - Your student number
 - Your course, year of study, or college
 - Equality and diversity data such as gender, ethnicity, religion, sexuality, disability, nationality, or caring responsibilities
 - Your views, opinions, and feedback in response to the consultation or survey questions.
- 5.2 Not all consultations and surveys will ask for all of this information. Some may be entirely anonymous. Where this is the case, we'll tell you at the start.
- 5.3 Our consultations and surveys will sometimes contain open-ended questions. When providing free text answers, please do not disclose any information that may identify yourself (e.g. names, email addresses, reference numbers etc.) or another individual.

6. What we use your data for

- 6.1 We use your personal data for the purposes set out below. Not all of these will apply to every consultation or survey.
- Analysing responses to review and improve our services
 - Informing RSU policy positions and advocacy work
 - Reporting on the views and experiences of students
 - Contacting you with the outcome of the consultation or survey, where you've asked to be kept informed
 - Monitoring equality, diversity, and inclusion across our membership.
- 6.2 Where results are published or shared, they will be anonymised or have personal information removed. If we want to publish an identifiable response, for example, quoting your feedback with your name, we'll ask for your specific consent before doing so.

7. How we keep your data safe and who has access

- 7.1 Security measures
- 7.2 Our corporate privacy notice includes detailed information about the security measures we apply to all personal data we process. These apply equally to data collected through our consultations and surveys.
- 7.3 Who has access
- 7.4 Responses may be accessed by RSU employees and, where relevant, student officers involved in analysing results. Where a consultation or survey is run in partnership with another organisation, relevant individuals from that organisation may have access to

anonymised or aggregated data only. We always control what they can see and what they are allowed to do with it.

7.5 Organisations we share your data with

7.6 Our default is to share only anonymised or aggregated data externally. Where a consultation or survey involves a partnership with another organisation, for example, working with the University on demographic reporting, we may share identifiable responses with that partner where it's necessary for the purpose of the work. Where this is the case, we'll tell you at the start of the consultation or survey.

7.7 For consultations or surveys covering sensitive topics, we may apply additional safeguards such as restricting access or limiting the data shared to what's strictly necessary.

7.8 We may also be required to disclose identifiable data where compelled to do so by law.

7.9 Some of the partners we may share anonymised data with include:

- The University of Roehampton
- NUS
- Working groups supporting the design of services, which could include students, University staff, or other interested parties
- Partner agencies or affiliates such as the local authority, health agencies, or the voluntary and community sector
- Police, courts, or regulatory bodies where required by law.

7.10 Systems where you enter your own data

- Cognito Forms: online consultations and surveys
- Tally: online consultations and surveys

8. How long we keep your data

8.1 We hold your personal information for up to six years following the closure of a consultation or survey. After this period, your responses will be anonymised with the anonymised data retained for long-term statistical analysis.

9. Your rights

9.1 Under data protection legislation you have the right to access, correct, or delete your data, object to how we use it, or withdraw your consent. Since participation is based on consent, you can withdraw at any time. Contact us and we'll delete your identifiable responses. For full details on your rights, please read our [corporate privacy notice](#).

10. Data complaints

10.1 We take data protection seriously and want to resolve any concerns quickly. If you have a complaint, contact us first: rsu@roehampton.ac.uk (mark 'Data Protection Complaint') or write to the Chief Executive at our registered address.

10.2 Under the DUAA 2025, we're required to acknowledge your complaint within 30 days and to respond without undue delay.

10.3 If you're not satisfied with our response, or prefer not to contact us first, you can complain directly to the ICO at ico.org.uk/concerns, on 0303 123 1113, or by post to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, SK9 5AF.

11. Changes to this notice

11.1 We may update this notice from time to time to reflect changes in the law, our processing activities, or best practice. When we make significant changes, we'll update the version number. Previous versions are available on request from the Data Protection Lead.

12. Change log

Version	Changes
1.0 – October 2025	Original notice.
1.1 – September 2026	Restructured to align with updated privacy notice templates. Removed policy statement and review history, added change log. Moved lawful basis into data sources section. Added explicit consent for special category equality data. Removed incorrect Art.7(2) reference. Corrected processor relationship with Cognito Forms and Tally. Added data complaints section. Simplified rights section to cross-reference corporate notice. Corrected contact details throughout.