

Privacy Notice for Consultations and Surveys

Policy Name:	Privacy Notice for Consultations and Surveys		
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Approved By:	Management Committee	Version:	1.0
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Related Policies:	• Corporate Privacy Notice • Data Protection Policy		

REVIEW HISTORY			
Date	Version	Name	Notes

Policy Statement

This privacy notice explains what types of personal data Roehampton Students' Union may hold about individuals taking part in consultations and surveys, how we collect this data, how it is then used, and who we may share information with.

Privacy Notice for Consultations and Surveys

1. Introduction

- 1.1 This privacy notice explains what types of personal data we may hold about you, how we collect it, how we use 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 The University of Roehampton Students' Union (RSU) exists to make student life better at Roehampton. As a membership organisation for over 12,000 students, we deliver a range of services, facilities and activities that aim to create a rich social experience driven by student leaders.
- 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 On occasion, we carry out consultations and surveys to help inform service delivery. We use the personal information provided by you in consultations and surveys to gather your views and feedback on our services, to plan future services, and to shape our policies and policy work. These consultations and surveys are optional, you do not have to engage with us or reply to a consultation or survey but doing so will help us to improve provision to meet the needs of students at the University of Roehampton.

3. Personal information we collect

- 3.1 For some of our consultations and surveys, we use a number of survey systems provided by third parties, Cognito Forms and Tally. Any personal information you submit as part of these consultations and surveys will be stored and processed for a short period of time by Cognito Forms and Tally. RSU will regularly collect submitted information. While it is held by Cognito Forms or Tally, it will be protected in line with their relevant Privacy Policy. By continuing with our surveys, you consent to the transfer of your information from Cognito Forms or Tally to RSU.
- 3.2 In the course of collecting information through consultations and surveys, Roehampton Students' Union may ask for the following personal information (this list is not exhaustive):
- Your name
 - Your gender
 - Equalities data: race, ethnicity, religion, sexuality, marital status, pregnancy/maternity, disability
 - Nationality
 - If you are a carer
 - Address
 - Your student number
 - Contact details, such as an email address or telephone number
- 3.3 No personal or sensitive information which can identify you or someone else, such as your name or address, will be made public by Roehampton Students' Union. We will follow our Data Protection policies to keep your information secure and confidential.

4. How we use your personal information

- 4.1 Your feedback will be analysed alongside other business data to review our services, inform our policy work, and drive improvements.
- 4.2 If you have requested updates, we will use your personal information to inform you of the outcome of the survey or consultation.
- 4.3 We may also publish the results of consultations and surveys, anonymised or with personal information removed, on our website, and findings may form part of other written reports which are publicly available.
- 4.4 Our consultations and surveys will sometimes contain open-ended questions. When providing free text answers, please do not disclose any information that may identify you (e.g. names, email addresses, reference numbers etc.).

5. How long your personal data will be kept

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

6. What is the lawful basis for processing your personal data?

- 6.1 We rely on your consent to collect and use your personal and other information under Article 7(2) of the UK GDPR. Participation in our consultations and surveys is voluntary, and you are free to decide not to take part if you do not want to.

7. Who we share your personal information with

- 7.1 At all times when processing your personal data for the purposes set out in this privacy notice, we will only ever share anonymised data. Some of the partners we may share anonymised data with include:
 - Relevant employees of RSU, including those who are analysing responses.
 - Working groups supporting the design of services with RSU, which could be made up of students, University of Roehampton staff or other interested parties.
 - Relevant employees of the University of Roehampton.
 - Partner agencies or affiliates, including NUS, the local authority, health agencies, police, and the voluntary and community sector.
 - Law enforcement or other authorities if required by applicable law.

8. Keeping your personal information secure

- 8.1 We have appropriate security measures in place to prevent personal information from being accidentally lost or used or accessed in an unauthorised way. We limit access to your personal information to those who have a genuine business need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.
- 8.2 We also have procedures in place to deal with any suspected data security breach. We will notify you and any applicable regulator of a suspected data security breach where we are legally required to do so.

9. Your rights and access to information

- 9.1 Under data protection legislation you have the right to request access to the information that we hold about you. To request a copy of your data, please read our [corporate privacy notice](#) and then submit your request using your preferred method of contact.
- 9.2 You also have the right to:
- Object to processing of personal data that is likely to cause, or is causing, damage or distress.
 - Have inaccurate personal data rectified, blocked, erased or destroyed.
 - Prevent processing for the purpose of direct marketing object to decisions being taken by automated means.
 - In certain circumstances have inaccurate personal data rectified, blocked, erased or destroyed.
 - A right to seek redress, either through the ICO, or through the courts.
- 9.3 If you have any questions or concerns about the way we process personal data, or would like to discuss anything in this privacy notice, please contact our Data Protection Officer: rsuceo@roehampton.ac.uk.
- 9.4 If you want to make a complaint about how we handle your personal data, we ask that you give our Data Protection Officer the opportunity to respond in the first instance but you are not obliged to do this. You can make a complaint directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>.