

Privacy statement

The University of St Andrews (the 'Controller') is bound by the UK 2018 Data Protection Act and the UK General Data Protection Regulation (GDPR), which require a lawful basis for all processing of personal data. This privacy statement advises how we will process your data in accordance with these regulations.

Informed consent

The legal basis for collecting and processing this data is explicit consent. To participate in this survey, we need your consent for us to process your survey answers in accordance with the current Privacy Statement. You can provide or withhold this consent by ticking the appropriate box on the survey landing page. Withholding consent will automatically exit the survey.

You can ask any questions before you provide your consent by contacting the Race Equality Charter (REC) Chair or Equality, Diversity and Inclusion (EDI) Team, and can withdraw consent at any point prior to submission. As you are not identifiable after submission, we will be unable to remove your data after you have submitted.

Why is the University collecting and processing this data?

The Race Equality Charter (REC) requires us to collect and analyse data, to inform our priorities. Data will be used to analyse differential impact as it applies to white staff/ students compared to staff/ students of colour, and between white and BAME subgroups. The survey also collects anonymous feedback to illustrate where the university is doing well, can improve, or is performing badly in these areas.

These data will be analysed to inform targeted action under REC, University Strategy 2022-27, Public Sector Equality Outcomes, and as an evidence base for equality impact assessments (EIAs).

The survey aims to improve experiences for staff and students of colour, and better meet our statutory duties under the Equality Act 2010, Scotland Specific Public Sector Equality Duty 2012, and the Further and Higher Education (Scotland) Act 2005.

How will my data be securely stored, who will have access to it?

Survey responses will initially be stored in the researcher's password protected Qualtrics account. Once data collection is complete, data will be exported from Qualtrics, and stored on a password protected computer within the University's Planning and Statistics Unit (Planning).

Planning will clean, organise, redact, and present data for analysis by the REC SAT and EDI Unit using password protected documents, shared via secure email and private Microsoft Teams channel that only the researchers can access.

How will my data be shared?

If shared (published and/or placed in a database accessible by others), your data will be in an ANONYMISED form, meaning that no-one could use any reasonably available means to identify you. Where a question returns 5 or fewer responses from one group, numbers will be redacted and presented as '-'.

Summary analyses of anonymised data will feature in the University's REC submission, internal reporting and statutory equality reporting to ensure delivery on these priorities, and to feedback conclusions to participants.

For how long will my data be retained?

It is expected that analysis of data will be finalised by the end of the 2022/23 Academic Year. Your anonymised data will be securely stored indefinitely in aggregated form, to allow us to measure progress against the goals we set in the REC Action plan.

Does the survey request excessive data?

REC requires a thorough examination of the full breadth of our operations, and consequently asks extensive questions on participants' experiences at the University. Questions only ask sufficient details to perform the current analysis, and are not exhaustive.

Unless necessary, demographic questions that do not relate to race, ethnicity or nationality have been kept as broad as possible, for example providing options to identify as 'disabled', rather disability type, and grouping staff by Faculty and job family rather than School/ Unit.

Further information

For more information on your rights under data protection legislation, visit <https://www.st-andrews.ac.uk/terms/data-protection/rights/>.

Contact details

Researchers and owners	Contact details
<p>The University's Planning and Statistics Unit will redact, and present data for analysis by the REC SAT and EDI Unit.</p>	<p>planningstats@st-andrews.ac.uk</p>
<p>The REC SAT and dedicated working groups will support analysis of anonymised survey data, and development/ delivery of consequent actions.</p> <p>The SAT contains a Black, Asian and Minority Ethnic (BAME) majority, and membership from strategic and operational staff required to carry recommendations forward.</p>	<p>REC Chair: Dr Akira O'Connor, recchair@st-andrews.ac.uk</p> <p>Staff WG chair: Dr Prabs Dehal, pkd@st-andrews.ac.uk</p> <p>Student WG chair: Dr Dharini Balasubramaniam, धारिनि@st-andrews.ac.uk</p> <p>Curriculum WG chair: Amritesh Singh, as587@st-andrews.ac.uk</p> <p>Culture WG Chair: Dr Catherine Dunford, cd41@st-andrews.ac.uk</p>
<p>The University's EDI Unit will support analysis of anonymised survey data, and development/ delivery of consequent actions. Currently, this work is directed by Head of EDI, facilitated by Deputy Head of EDI, and supported by EDI Assistant.</p>	<p>Diversity@st-andrews.ac.uk</p>

The University's EDI Faculty Directors can direct you to your School's EDI Director.

EDI Director of Science & Medicine: Prof. Gillian Brown, diversity-scimed@st-andrews.ac.uk

EDI Director of Arts & Divinity: Dr Anna Brown, diversity-artsdiv@st-andrews.ac.uk

The University's Vice-Principal People and Diversity will have executive responsibility for delivery of actions.

vpdiversity@st-andrews.ac.uk

The University's Head of Information Assurance and Governance can advise on concerns or questions around use of your personal data, during and following the survey.

dataprot@st-andrews.ac.uk

The Information Commissioner's Office (ICO) is UK's independent authority, set up to uphold information rights in the public interest.

<https://ico.org.uk/>

If you are not satisfied with the response you receive from the above channels, you have the right to lodge a complaint with the ICO about our handling of your data.

Those who wish can view the above in PDF form: [University of St Andrews Race Equality Charter Privacy Information Notice](#) (PDF, 161 KB)