Safe Space Reporting System Privacy Notice

For students, colleagues, contractors and members of the public

This document sets out what The Open University does with your personal data when reporting incidences of harassment relating to protected characteristics through our Safe Space Reporting System. It applies to you if you make such a report, or someone makes a report which names you in it.

If you raise a complaint or concern anonymously, we will investigate that concern with the relevant unit/faculty or institution. If you have made a report with contact details, we will contact you in order to follow up, investigate or to report outcomes.

What personal data do we collect about you and how do we collect it?

If you create a report with contact details you will be asked to submit your staff ID/student PI number, email address, name, and contact telephone number. Other information will be related to the incident such as location. We will be unable to link any data included in an anonymous report with an individual.

We will be asking EDI monitoring questions (e.g., Race, Sex, Religion) which are **optional** and can be skipped. This is so that we can monitor the different experiences of certain groups and be able to take more targeted action.

Who do we share your personal data with?

Your data is shared with the relevant team dealing with your report, the Student Casework Office Team (if you are a student), the People Services Casework Team (if you are a member of staff or visitor) or any other relevant team in the University who would be helping to resolve your case. Data may also be shared with the Open University Students Association, where appropriate, in line with our Data Sharing Agreement we have in place with them. The EDI Team will have access to all data as they manage the system. Data will be stored on your VOICE record if you are a student, or your personnel file in Success Factors if you are a staff member.

How long do we keep your personal data?

Information from reports with contact details will be deleted from the system after 24 months if no action is taken.

Where action has been taken the reports will be held by the team dealing with the issue in line with the retention period for the relevant University procedure, e.g. close of case + 6 years for complaints

How do we use your personal data?

We will use the reports to provide anonymous statistics on the numbers and types of incidents raised across the university.

If you are mentioned in a report submitted by someone else, you will be informed about this by the Student Casework Team (if you are a student) or the People Services Casework Team (if you are a member of staff or visitor)

Our lawful basis for reports made by the individual concerned is that you provide explicit consent for us to do this, including for any "special category data" (*race; ethnic origin; politics; religion; trade union membership; genetics; biometrics (where used for ID purposes); health; sex life; or sexual orientation*) data that you provide as part of your report.

If you provide personal information about someone else, we will process this information in our legitimate interest of following up on complaints and concerns. If you provide special category data about someone else, we will process this information for reasons of substantial public interest for the purposes of the prevention or detection of an unlawful act.

Please see www.open.ac.uk/privacy for more information about how the University processes personal data, and your rights.

Cookies Policy

The Open University uses Google Analytics Cookies to enable us to track and analyse how users interact with the Report & Support site. It will allow us to see detailed statistics regarding traffic, time on site and other useful metrics which will give us a better understanding of online activity. This will enable to make improvements to our site and better understand user behaviour.

You will be asked when you use the site for the first time if you consent to the use of cookies or not via the banner.

You can opt-out within your browser using Google's add-on

For more information please visit: https://policies.google.com/technologies/partner-sites