

# Colleague Surveys Privacy Notice

This document sets out how The Open University collects and uses personal data when conducting colleague surveys

## Policy

### 1. Who we are

The Open University is the [data controller](#) in relation to the processing activities described below. For applicants to OUSA roles, OUSA and the Open University will be joint data controllers.

Where this policy refers to “we”, “our” or “us” below, unless it mentions otherwise, it is referring to The Open University, and organisations in the [Open University Group](#).

If you have any questions about our use of your personal information, or wish to exercise your rights, please contact the Information Rights Team:

- Email: [data-protection@open.ac.uk](mailto:data-protection@open.ac.uk)
- Telephone: +44(0)1908 653994
- By post: The Data Protection Officer, PO Box 497, The Open University, Walton Hall, Milton Keynes MK7 6AT.

## 2. What information do we collect about you and how do we use it?

Periodically we will send out surveys to Open University colleagues, to enable us to understand colleague experiences and to help us identify issues, trends and risks, and to carry out effectively our duties as a public sector organisation.

Every colleague survey temporarily collects the OU email address of the respondent for the limited purpose of linking the response to the respondent's employment and special category data, for further analysis. This data includes:

- sex, gender and sexual orientation
- disability
- ethnicity
- age group
- religion or belief
- contract type (i.e. full or part-time, permanent or fixed-term)
- Full-Time Equivalency (FTE)
- Pay Group
- Continuous employment duration
- Time since last Career Development and Staff Appraisal (CDSA)
- Unit/ Department

The responses are then anonymised

We use this personal data to ensure that we are able to fulfil our statutory functions and, in particular, to help us:

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- manage and prioritise decision making in a way which reacts appropriately to emerging risks and trends.
- identify areas of concern, inform our strategic thinking and help us decide if we need to make new policies, change existing policies or publish guidance.
- enrich our insight and enhance our credibility.
- effectively analyse and monitor progress of diversity and inclusion and identify equality issues.
- advance equal opportunities between people who have a protected characteristic and those who do not.

### **3. Our lawful basis for using your personal data**

Processing your personal information for these purposes is in our legitimate interest to understand colleague experiences.

Our condition for processing [special category data](#) is that it's necessary for reasons of substantial public interest, specifically monitoring equality of opportunity or treatment.

### **4. Who do we share your information with?**

We may publish our surveys results, consultation papers and other research papers, where appropriate, on our internal website. We remove any personal data from the research data and associated reports that we share or make public in this way.

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We may use third-party research agencies and data analytics tools to help us with our research work.

It is in our legitimate interest to use third party suppliers to maintain cost effective and efficient operations.

When we use third party service providers, we only disclose to them any personal information that is necessary for them to provide their service. We have a contract in place that requires them to keep your information secure and not to use it other than in accordance with our specific instructions.

We may transfer your personal information to a successor organisation if The Open University ceases to exist. We may also disclose your personal information in order to report a crime, to comply with legal obligations or to enforce or apply the terms of our contracts or to protect the rights, property or safety of our staff, students and visitors.

## **5. How long do we keep your personal information for?**

We have a retention schedule for information and keep identifiable records only for as long as they have a legal or business purpose.

We will anonymise research responses within one month of the responses being submitted, to enable data from the applicant record to be added, if consent was given for that.

Anonymous responses will be retained for three years.

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## 6. Your rights

You have a number of rights in relation to your personal information, which apply in certain circumstances. In order to exercise any of these rights, please contact us using the details below.

You have the right to:

- [access](#) the personal information that we hold about you
- [correct inaccuracies](#) in the personal information that we hold about you.

In certain circumstances, you have the right to:

- [have your data deleted](#) when it is no longer required
- [limit how we use your personal information](#)
- obtain a copy of your personal data in a structured electronic data file ([data portability](#))
- [object to the use of your personal data](#)

If you are concerned about the way we have processed your personal information, you can complain to the Information Commissioner's Office (ICO). Please visit the [ICO's website](#) for further details, or you can use their [online tool for reporting concerns](#).

For more information, see also our [Privacy and Cookies](#) <http://www.open.ac.uk/privacy> page.

## 7. Contact details

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This document will be updated from time to time in order to ensure compliance with data protection legislation.

## Glossary

### Personal data

According to the General Data Protection Regulation, 'personal data' means any information relating to an identified or identifiable natural person ('data subject'); an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person.

### Data Controller

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A data controller determines the purposes for which and the manner in which any personal data are processed. In essence, this means that the data controller decides how and why personal data are processed.

## **Special categories of data**

The General Data Protection Regulation sets out “special categories” of data which have to be given additional protection. These comprise your racial or ethnic origin, religious beliefs, political opinions, trade union membership, genetics, biometrics (where used for ID purposes) physical or mental health, sex life and sexual orientation. Information about criminal offences or criminal proceedings are treated similarly.

## **Cookies**

A cookie is a small amount of data, which often includes a unique identifier that is sent to your computer or mobile phone browser from a website’s computer and is stored on your computer’s or mobile phone’s hard drive. Each website can send its own cookie to your browser if your browser’s preferences allow it, which the site can then access when you visit it again to track online traffic flows, for example. A website cannot access cookies sent by other websites.

## **The Open University Group**

For the purposes of this document, this refers to Open University Worldwide (OUW), Open University Student Budget Accounts (OUSBA) but not The Open College of the Arts (OCA).

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