

Learning and Teaching Academy privacy notice

This privacy notice applies to survey data collected by the Learning and Teaching Academy (LTA) using Jisc's Online Surveys (OS) formerly Bristol Online Survey (BOS) tool. Please read this statement carefully and [contact us](#) if you have any questions or concerns.

What data we hold about you

Data is collected by the Learning and Teaching Academy using Jisc's OS tool. The survey questions do not ask you for any personal data or sensitive personal data.

How this data is stored

All survey results are stored securely within OS and are handled in compliance with Data Protection legislation and university best practice. All survey results are stored within OS by Jisc. For more information see [Jisc Online surveys](#).

Who can access this data

Individual survey responses can **only** be accessed by the LTA survey administrators.

How this data is used

The anonymous data is analysed and reported on to support longitudinal evaluation and enhancement of the LTA's programme of activities. If you give permission in the survey we may occasionally use your comments to illustrate the survey findings in internal reports and external publications. Where the content of these quotes makes it possible to identify you, these quotes will be redacted appropriately to ensure that no such identification can occur. If you would rather your comments were not used in this way please [contact us](#).

How long we keep this data for

In line with our university retention and disposal policy, data from the survey will be retained for a maximum period of:

- Results of surveys: individual responses – completion of analysis of survey responses
- Results of surveys: summaries and analyses of responses (anonymised) completion of survey plus 5 years