

## Using External Survey Software

Guidelines for staff collecting information online using survey software (eg. Survey Gizmo)

To ensure your use of data is not in breach of Data Protection legislation and Information Security standards and doesn't expose the College to the risk of being fined or attacked:

- Link your form to the College Privacy Notice on the website
- Provide the following information in relation to the data you are collecting on the form if it is not already covered by the College Privacy Notice
  - Your legal basis for processing<sup>1</sup> and why you need the data
  - How long you will keep the data
  - Who the data will be shared with and for what purpose
  - Depending on your legal basis for processing the data, who to contact to withdraw consent
  - Any automated processing that may take place using the data (eg. credit checking, profiling)
- In the case of Survey Gizmo, enable the 'secure' option in the share>customize>settings menu

Contact:

Suzy Taylor

Academic Registrar / Data Protection Officer

E-mail: [records@newdur.ac.uk](mailto:records@newdur.ac.uk)

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<sup>1</sup> If you are unsure what this is please ask the Data Protection Officer to advise