Guidance for Online Surveys and Qualtrics.com

The information below applies to all students and staff carrying out based in the UK or who will be transferring personal data into the UK.

All ARU for UK-based courses which processes 'personal data' is done with ARU being the 'Data Controller', and as such must comply with the Data Protection Act (2018) and with the UK General Data Protection Regulation (GDPR), 2016.

1. Researchers on UK-based courses are required to use Online Surveys (please contact Emma.Marrow@aru.ac.uk to set you up to access this) or Qualtrics.com. Researchers are not permitted to use Survey Monkey because elements of their services are undertaken in the United States and there are ongoing issues about ensuring this processing is managed in a compliant manner. If you have any queries about using any other survey tools, please contact ARU's Data Protection Officer at dpa@aru.ac.uk in the first instance.

2. You must provide participants with the link to the Online Surveys site's privacy policy.

   Here is the link: https://www.jisc.ac.uk/website/privacy-notice

3. Unless you have communicated how you will handle their personal data to participants (e.g. through a Participant Information Sheet) your survey should contain this information and a link to the ARU Privacy Policy: https://aru.ac.uk/privacy-and-cookies

4. Researchers must include a tick box for individuals to confirm that they are giving consent for their data to be held in the manner described i.e. for *x* no of years and to be processed for *y* purpose.

5. If possible, you should restrict the amount of personal data being collected e.g. through avoiding 'free-text' fields (selecting validated options or using tick boxes etc).

   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**.**

6. You must download the data to University systems immediately after the survey date has passed and remove the data from the online survey.

7. If you have any further queries about data protection and online surveys, please contact ARU's Data Protection Officer at dpa@aru.ac.uk

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