**Privacy Statement**

The University is committed to ensuring the privacy and security of individuals who choose to report or disclose incidents of unacceptable behaviour. This privacy statement explains how personal data submitted through the forms is collected, used, stored, and protected, and outlines the rights individuals have over their data.

1. **Why data is being collected**

The information collected in these forms allow individuals to report or disclose incidents of unacceptable behaviour to the University. This allows the Student Resolution Service (SRS) to offer advice and support to those who provide contact details and to develop a better understanding of the nature and prevalence of unacceptable behaviours within the University community. Insights gained from this data help inform prevention strategies and improve the University’s institutional response.

1. **What data is collected**

When using this form you have the option to report anonymously or to include your contact details. Should you wish to remain anonymous no personally identifiable information will be collected about you. The only information collected will be that supplied by you in relation to the report you are making.

Should you wish to provide your identity then we will collect your name, contact details and details of the report you are making.

1. **How the data is used**
* Anonymous data is reviewed by the SRS to identify patterns and themes in unacceptable behaviour. This helps shape institutional prevention and response efforts.
* Disclosures with contact details: Identifiable data is used to contact the individual to offer guidance, outline reporting options, and connect them with support services, both within and external to the University.
1. **Who it will be shared with internally and externally**

The University may disclose information:

1. to those who need to know in order to discharge their responsibilities at work;
2. where it considers that disclosure is necessary in the interests of health and safety at work or the welfare of other staff, students or the public interest;
3. where disclosure is required by law;
4. to witnesses and/or attendees at the meetings within the Student Disciplinary Regulations and any other procedure relating to a disclosure/report;
5. to its professional advisers for the purposes of obtaining advice;
6. to relevant external bodies such as the police, Office of the Independent Adjudicator (OIA(HE)) or the University’s regulator, the Office for Students (OfS).

Anonymised data is provided in annual reports as part of analysis to understand patterns and themes in unacceptable behaviour. This helps shape institutional prevention and response efforts.

1. **How the data is kept secure**

Data is downloaded from Microsoft Dynamics and stored in case files located on either the SRS SharePoint site or the F2 case management system. These systems are protected by appropriate organisational security measures, and access is restricted to authorised personnel only.

1. **How long it is kept for and what happens to it when it reaches its retention period**

Records are retained for a fixed period based on the date of submission:

* For anonymous reports, these are retained for 6 years from the date of submission.
* For disclosures with contact details, and therefore named individuals, records are retained for 9 years from the date of submission. This period has been set to account for the likely graduation date of named individuals who are students.

At the end of the retention period, the records are securely deleted.

1. **The rights that data subjects have over the data**

Individuals who provide personal data through the forms have the right to access their data, request corrections or deletion, object to certain types of processing, and, where applicable, withdraw their consent. To exercise any of these rights please contact the University’s Data Protection Officer via data-protection@bristol.ac.uk.

For further information please contact the Student Resolution Service at: srs-casework@bristol.ac.uk or the University’s Data Protection Officer via data-protection@bristol.ac.uk.