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| **Application to use the Student Panel** | | | | | |
| Please complete the following before continuing with this application.  The purpose of this Student Panel task is to improve the student experience and / or services at the University of Edinburgh (i.e. not for marketing, solely for commercial gain or for any non-university event or service)  This task is not for the purpose of a dissertation, thesis or assignment research | | | | | |
| **Applicant Details** | | | | | |
| **Name of applicant** |  | | | | |
| **Job title** |  | | | | |
| **Department / College / School** |  | | | | |
| **Email address** |  | | | | |
| **Panel task details** | | | | | |
| **Name of Panel task** |  | | | | |
| **Type of task (e.g. survey, workshop, focus group)** |  | | | | |
| **Overview of task** |  | | | | |
| **Sample (do you wish this task to go to all members of the Student Panel or a certain cohort e.g. PGRs)** |  | | | | |
| **Proposed task launch date** |  | | | | |
| **Rewards / incentives (please detail the incentive(s) being offered to Panel members for participating in this task).** |  | | | | |
| **Do you require assistance from Student Surveys and Data (e.g. to build a survey / provide an online link - please provide details)** |  | | | | |
| **If your Student Panel task includes a survey, please read this section.**  **General Data Protection Regulation (GDPR)** Data protection legislation changed on 25 May 2018 when the General Data Protection Regulation (GDPR) came into force replacing the existing Data Protection Act 1998 and Data Protection Act 2018. Whenever we use personal data we must have a legal basis for doing so. In the case of surveys the legal basis is ‘processing necessary for legitimate interest’.  A privacy statement has been added below. Please add **this** or **your own** privacy statement to the start of your survey. Please also add details of the survey platform you are using and how and where they store the data. A survey will ***not*** be approved if a privacy statement has not been added.  More information can be found here:  <https://www.ed.ac.uk/records-management/guidance/checklist/legal-basis/legitimate-interest>  https://www.ed.ac.uk/records-management/guidance/checklist/privacy-notice | | | | | |
| **Privacy Statement**  Collecting and analysing this survey data allows the University to demonstrate that we are adhering to quality standards set by the Quality Assurance Agency for Higher Education and offering a high quality learning and teaching experience to our students. It is in the University’s legitimate interest to take part in this survey to allow us to understand the experience of students. This processing activity is important for the University as it provides a way of obtaining feedback from a large sample of students. Survey reporting is either carried out at aggregate level for quantitative data (statistical) where your individual data is not identifiable, and at an individual level for qualitative data (i.e. free text comments). Output is anonymised so that your data cannot be identified. | | | | | |
| **Findings / Publishing** | | | | | |
| **Please detail *when* and *how* your findings will be published** |  |  |  |  |  |
|  | | | | | |
| **Signed** |  | | | | |
| **Date** |  | | | | |
| I attach with this application the email wording I wish Student Data and Surveys to use when contacting the Student Panel | | | | | |
| **If you have any queries regarding this form or the Student Panel, please contact** [**Student.Surveys@ed.ac.uk**](mailto:Student.Surveys@ed.ac.uk) | | | | | |