

# Student Feedback Survey (SFS) privacy notice

## Collecting your information

The university invites you to complete the Early Feedback Survey (EFS) or Student Feedback Survey (SFS) to provide UTS feedback about your satisfaction with aspects of your subjects (such as delivery, content and assessment), and the teaching staff's facilitation of your learning. Completing a feedback survey is voluntary, however you are encouraged to provide this important feedback which is necessary for the University to improve the student learning experience, as part of the University's strategic planning and improvement quality management cycle.

## Using information

Your feedback will be used for the following purposes:

1. To improve the student learning experience by feeding feedback into quality and planning activities.
2. To provide information to academic staff to support the professional development, performance reviews and promotion processes where relevant.
3. To support university performance monitoring by tracking student perceptions of the University and each Faculty, course and subject, including relevant University KPIs.
4. To inform investment in internal and external benchmarking exercises and learning analytics research.
5. To comply with the University's regulatory requirements to manage academic risk and to provide evidence of collecting, analysing and using student feedback to maintain quality.

If a free-text comment has been submitted in a survey that is considered malicious and against the Student Charter or Student Rules of the university, the matter may be investigated.

## Disclosing information

A survey is distributed to you based on what subject and activity you are enrolled in. Although you are required to login to access and complete feedback surveys, your responses are treated as confidential and individuals are not identified in distributed reports. Note that this may not apply if you self-identify yourself in a free-text comments field. The comment field however is not distributed to other students.

To facilitate the uses defined in this notice, your SFS feedback will be provided to the following groups:

1. Your individual teaching staff will receive their own personal feedback and subject results. Subject coordinators will receive their teaching team's feedback and subject results, and your Faculty Deans and Associate Dean (Teaching and Learning) will receive your faculty's entire set of individual results, as well as summaries of academic unit and subject performance.
2. Senior management of the University will receive summaries of University and Faculty performance, as well as individual reports upon request.
3. Students will receive a summary of their class's results, excluding comments (note this may not always be the case in subjects or activities run by a single academic).
4. Other University professional units and research centres may request and receive raw or aggregated data, including student comments. This will be based on approval of research proposal via completion of official data sharing agreement.

Your EFS feedback will be provided to more restricted groups, primarily subject coordinators, given its primary focus is to inform improvements to your learning experience in that class, Your EFS or SFS feedback will not otherwise be disclosed unless required or permitted by law.

## Managing your information

You are able to return to access your survey responses and make edits while a survey is still open. Once a survey has closed, any requested changes need to be referred to the Data Analytics and Insights (DAI) Unit. You will not be able to review your survey responses once the survey period has closed. You will be able to view a summary of your class results based on an aggregation of responses from all students.

If you feel a survey has been distributed to you in error, please also contact DAI.

Feedback you provide when completing a survey will be held by UTS and retained for the purposes defined above, and in line with the university's legal retention requirements under the State Records Act.

## Contacts

If you have any questions about the feedback survey, contact the Data Analytics and Insights Unit's Performance Evaluation team at [Evaluations@uts.edu.au](mailto:Evaluations@uts.edu.au).

Further information about privacy is also available from the [Privacy at UTS](#) website.