

## **We're Just Getting Started – Year 3 MECD post-occupancy evaluation survey privacy notice**

The Year 3 post-occupancy evaluation survey looks to explore the experience of building users across the MECD site (Nancy Rothwell Building, Engineering Building B, York Street Building and Oddfellows Hall) over the last 12 months.

Results and insights generated from this survey will be used in tandem with responses from the first year survey (December 2023) and second year survey (December 2024) to provide a picture of staff and PGR experience over the past three years, helping to identify trends over time and areas for improvement throughout 2026 and beyond. These improvements will be subject to available resource and feasibility.

### **Identifiable information**

Rather than exploring individual experiences, responses will be aggregated to build an overall picture of trends and common themes relating to the wider building and its processes.

Efforts have been made to minimise the risk of identifying individual responses, through not collecting respondent's names or email addresses as part of the survey. However, some potentially identifiable information will be collected as part of the survey in order to produce richer insights. This information includes:

- Role type
- Department
- Workspace location (by floor and building core e.g. Floor 3, Core 1)

The above information will be collected in order to help contextualise insights as they relate to any department specific processes or geographical areas of the building. Furthermore, collection of this information will help to establish any localised trends for further consideration.

### **Sensitive information (optional)**

Participants have the choice to provide sensitive information in the survey's concluding 'About You' section. This includes

- Disability status
- Gender identity
- Religious beliefs

This information is collected on an optional basis, in order to draw insights around the accessibility of the building design and environmental conditions, and provision and suitability of wellbeing facilities across the site (e.g. multi-faith spaces, showers and changing facilities).

This section is entirely optional and all respondents have the choice to move on in order to complete the survey.

Email addresses Upon completion of the survey, respondents have the option to provide their University email address in order to be entered into the survey's weekly prize draw. **This information is stored via a separate survey which is linked in the main survey's closing message, in order to minimise the risk of identifying individuals.**

All emails collected as part of the prize draw will be deleted once the survey has closed on Friday, 12 December.

### **Data handling**

The data you provide will be aggregated, analysed, and reported on as part of an internally facing report of findings in early 2026. No results will be published as part of this report for any groups smaller than 10.

A maximum of five designated staff within the FSE Faculty Office will have access to the raw data, which will be stored in a password-protected Sharepoint site. Furthermore, privacy controls will be applied to any documentation.

Colleagues conducting survey analysis will process the survey responses and apply privacy controls before sharing a high-level version of these results with our Faculty Leadership Team.

No personal data or individual responses will be shared with other University offices, business areas, or third-party data controllers. The FSE Faculty Office will retain your personal data in electronic format for up to six years to allow comparisons to be made between the results of two or more surveys. After six years, your personal data will be deleted in accordance with our instructions.

### **Further information**

Further information on your rights in relation to your personal data is available on the [University website](#). If you wish to raise any queries or concerns about the survey, please email [FSE-planningandprojects@manchester.ac.uk](mailto:FSE-planningandprojects@manchester.ac.uk)