1) Why is this data being gathered?
The Higher Education Statistics Agency (HESA) is gathering the information on behalf of the HE sector to provide information on academic staff holding higher education or other relevant teaching qualifications, or have been recognised in other ways for their teaching expertise.

(See also http://www.ncl.ac.uk/hr/recruitment/enclosures.php for data protection and processing certain information about individuals).

2) What is the data going to be used for?
The data will be returned to HESA on an annual basis with our HESA Staff Return. This information, along with other HESA statistics, will be available from 2014 for external agencies and league tables.

HESA operates a strategy in published and released tabulations designed to prevent the disclosure of personal information about any individual. This strategy involves rounding all counts of students or staff to the nearest multiple of 5. Percentages based on populations of 52 or fewer are suppressed, as are averages based on 7 or fewer individuals.

3) Who will have access to see this data?
Access to all data held on the University’s Human Resources system (SAP) is securely controlled. Access to sensitive personal data such as disability, religion or belief, sexual orientation and gender identity is restricted to a very limited range of users, mainly in HR, for processing or monitoring purposes.

4) What happens if I do not respond to the survey?
Should you be unable to respond to the survey, or chose not to respond, all responses for you on these data items on the HESA Staff return will be marked with ‘not known’.

5) Can I change my information if I’ve already submitted a response?
Yes. Complete the online form again and resubmit it.

6) How do I know which is the correct qualification to select?
Check the ‘What constitutes an Academic Teaching Qualification’ document or email ukpsf@ncl.ac.uk.

7) Why do you need to know my HEA recognition number?
This information will be used to confirm your qualification.

8) Why do you need to know if I have a PhD?
This is another measure being applied to Universities and is also used in other annual surveys such as QS World University Rankings 2013. This will also assist in the arrangement of future post PhD training events.

9) How do I complete the survey if I don’t have a logon id?
Contact ISS (x5999) and request a logon id be created for you. Alternatively a hard copy of the survey can be requested by emailing amanda.wilson2@ncl.ac.uk. This should be completed and return to: HESA ATQ Survey, Human Resources, 4th Floor King’s Gate.

10) HESA
The Higher Education Statistics Agency (HESA) is the official agency for the collection, analysis and dissemination of quantitative information about higher education. (HESA data protection information)

The HESA record is used for three broad purposes:

Public functions: The HESA record is used by HESA’s Statutory Customers, or agents acting on their behalf, to carry out their public functions connected with education in the UK.

The list of HESA's Statutory Customers is as follows:

- Department for Business, Innovation and Skills
- Welsh Government
- Scottish Government
- Department for Employment and Learning, Northern Ireland
- Higher Education Funding Council for England
- Higher Education Funding Council for Wales
- Scottish Further and Higher Education Funding Council
- The Teaching Agency
- Department for Education
- General Social Care Council (and successor(s))
- Research Councils
- Skills Funding Agency
The HESA record may also be used by the Office for National Statistics and the National Audit Office to fulfil their statutory functions of measuring population levels and monitoring public expenditure.

**HESA publications:** HESA use the HESA record to produce anonymised data in annual statistical publications. These include some Official Statistics and National Statistics publications and online management information services.

**Equal opportunity, research, journalism and other processing in which there is a legitimate interest**

HESA also supply anonymised data to third parties for the following purposes:

- Equal opportunities monitoring to promote or maintain equality of opportunity or treatment between persons of different racial or ethnic origins, religious beliefs or different states of physical or mental conditions
- Research. This may be academic research, commercial research or other statistical research into education where this is of benefit to the public interest.
- Journalism, where the relevant publication would be in the public interest e.g. league tables

Anonymised data for the above purposes is supplied by HESA to the following types of user:

- Local, regional and national government bodies who have an interest in higher education
- Higher education sector bodies
- Higher education institutions
- Academic researchers and students
- Commercial organisations (e.g. recruitment firms, housing providers, graduate employers)
- Unions
- Non-governmental organisations and charities
- Journalists

Data supplied by HESA to third parties is supplied under contracts which require that individuals shall not be identified from the supplied data. A copy of HESA's standard agreement for the supply of data is available at [http://www.hesa.ac.uk/dox/informationprovision/IP5_Terms_and_conditions_V1_7.pdf](http://www.hesa.ac.uk/dox/informationprovision/IP5_Terms_and_conditions_V1_7.pdf) [134 KB]