



Llywodraeth Cymru
Welsh Government

GUIDANCE

All Wales COVID-19 Workforce Risk Assessment Tool survey: privacy notice

Information about how we will use your data.

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What personal data do we hold and where do we get this information?

Personal data is defined under the General Data Protection Regulation (GDPR) as ‘any information relating to an identifiable person who can be directly or indirectly identified by reference to an identifier’.

The Welsh Government is keen to understand user experience of the All Wales COVID-19 Workforce Risk Assessment tool. The Welsh Government does not hold your contact details and so a link to the survey has been sent to you through one of the following routes:

- Where you completed the All Wales COVID-19 Workforce Risk Assessment tool on the Learning@Wales platform and agreed to be contacted then you will have received an email from NHS Wales Shared Services Partnership (NWSSP);
- You may have received a link to the survey from a network/union you are

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part of, or you may have been sent the survey by a colleague/employer, or you may have accessed the survey via a tweet by the Chief Medical Officer for Wales.

When you respond to this survey it will not capture your email address or IP address and as such the survey is anonymous. The survey response is only accessible by the Welsh Government and not by any other organisation that may have sent you the survey link. This survey does not require the collection of personal data from you. If you choose to provide any information that identifies you as part of the research we will try not to identify you from, or link your identity to, the responses you provide.

If you raise a query or complaint and provide personal data requesting a response, the researcher will forward the request only to the relevant official and subsequently delete it from the research data.

What is the lawful basis for using your data?

The lawful basis for processing information in this data collection exercise is our public task; that is, exercising our official authority to undertake the core role and functions of the Welsh Government.

Participation is completely voluntary. Research studies such as this are important for the Welsh Government to collect information and actionable evidence about its ability to deliver government priorities. The information collected in this research, for example, might be used to:

- provide a better understanding of the All Wales COVID-19 Workforce Risk Assessment tool;
- make improvements to the All Wales COVID-19 Workforce Risk Assessment tool so that it more accurately captures risk;
- make recommendations for how to better protect the workforce from COVID-19.

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How secure is your personal data?

Any personal data provided to Welsh Government is held on secure servers, and for this project a folder has been created that has access restricted only to the immediate research team. The researchers will not provide any personal information when reporting findings to the policy team.

When conducting surveys, the Welsh Government use a survey software programme called Smart Survey. We have ensured that Smart Survey is GDPR compliant and meets our expectations in terms of the security of any data collected via the software, and the data are stored in the UK.

All data gathered through this research will be reported in an anonymised format. It will not contain your contact details and any identifiable information in open-ended answers will be removed. The researchers will use the information gathered to present at the First Minister's COVID-19 BAME Expert Advisory Group. This presentation will not include any information that could be used to identify individual participants.

How long do we keep your personal data?

Any personal data that is provided as part of the survey will be deleted by the researchers three months after the publication of the final report. If you completed the All Wales COVID-19 Workforce Risk Assessment tool on the Learning@Wales platform and agreed to be contacted then NHS Wales Shared Services Partnership (NWSSP) will delete your contact details three months after the publication of the final report.

Individual rights

Under GDPR, you have the following rights in relation to the personal information you provide as part of this evaluation, specifically you have the right:

- To access a copy of your own data;

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- For us to rectify inaccuracies in that data;
- To object to or restrict processing (in certain circumstances);
- For your data to be 'erased' (in certain circumstances); and
- To lodge a complaint with the Information Commissioner's Office (ICO) who is our independent regulator for data protection.

The contact details for the Information Commissioner's Office are:

Wycliffe House,
Water Lane,
Wilmslow,
Cheshire,
SK9 5AF.

Phone: 01625 545 745 or 0303 123 1113.

Website: www.ico.gov.uk

Further Information

If you have any further questions about how the data provided as part of this study will be used by the Welsh Government or wish to exercise your rights using the General Data Protection Regulation, please contact:

Name: Steven Macey

E-mail address: Steven.Macey@gov.wales

Telephone number: 03000 622253

The Welsh Government's Data Protection Officer can be contacted at:

Welsh Government,
Cathays Park,
Cardiff,
CF10 3NQ

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Email: DataProtectionOfficer@gov.wales.

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