

# Diversity and Inclusion Survey

## PRIVACY NOTICE

Diversity and Inclusion Team

### How your information will be used

The Senedd Commission is the data controller of the information you provide, and will ensure it is protected and used in line with data protection legislation.

### **Our Contact Details**

Any queries regarding our use of your information should be sent to the Data Protection Officer at:

[data.protection@senedd.wales](mailto:data.protection@senedd.wales)

0300 200 6565

### What information are we collecting?

We are asking people to provide feedback on the Senedd Commission's approach to Diversity and Inclusion. To do this, we are undertaking two online surveys using Microsoft Forms. One of these surveys is aimed at consulting with Senedd Commission staff, and another at consulting with the public. We are not asking for your name or contact details and these surveys can be completed anonymously. However, it is possible that you may be identifiable from the information you provide, such as through questions that are answered by way of open textboxes or through a combination of multiple-choice answers.

Information relating to alternative methods of responding to the public consultation survey, other than through Microsoft Forms, is also provided below. We would encourage you to respond through one of these alternative methods if it better enables you to provide your feedback. If you respond via an alternative method, it may be possible to identify you.

On top of questions relating to general feedback on the Senedd Commission's approach to diversity and inclusion, we will be asking participants to complete diversity monitoring information so that we can identify any trends in the responses and any specific actions that we might need to address. The surveys have questions on a range of characteristics and beliefs (Gender, Gender identity, National Identity, Ethnicity, Sexual Orientation, Age, Disability, Religion / Belief) as well as additional questions on caring responsibilities,

working patterns and socio-economic background. These questions will include an option of "Prefer not to say".

### Why are we collecting it?

The Senedd Commission strives to be an exemplar employer and service provider that continuously engages with and listens to our employees, as well as the Members of the Senedd and the public that we serve.

The Senedd Commission is subject to certain legal obligations under equalities legislation, such as the public sector Equality Duty in section 149 of the Equality Act 2010. This general duty requires the Senedd Commission to, in the exercise of its functions, have due regard to the need to advance equality of opportunity and eliminate discrimination, amongst other factors. In particular, this involves having due regard to the need to minimise disadvantages and take steps to meet the needs of those who share a relevant protected characteristic, and encourage them to participate in public life.

Specifically, the Senedd Commission must prepare and publish equality objectives and review these at certain intervals, pursuant to regulation 5 of the Equality Act 2010 (Specific Duties and Public Authorities) Regulations 2017.

To help us to produce those objectives and monitor subsequent progress, it is imperative that we engage with our staff and service users to find out what they think about diversity and inclusion within the Senedd Commission and how it could be improved. The processing of the data will help us to develop objectives and actions for our forthcoming Diversity and Inclusion Strategy for the Sixth Senedd. These actions could be targeted at staff to assist the Senedd Commission to advance inclusion in its workforce, and to the wider public to address barriers to participation and engagement.

The Senedd Commission also has a separate legal obligation under paragraph 8 of Schedule 2 to the Government of Wales Act 2006 to make appropriate arrangements with a view to securing that its functions are exercised with due regard to the principle that there should be equality of opportunity for all people. Of particular relevance is the Senedd Commission's statutory function of ensuring that the Senedd is provided with the staff and services required for its purposes, pursuant to section 27(5) of the 2006 Act. The production of an effective Diversity and Inclusion Strategy, as well as the equality objectives that feed into this Strategy, goes some way to ensuring that the Senedd Commission is able to exercise its functions with due regard to the key principle of equality of opportunity for all people.

### How to respond

We encourage individuals and organisations to complete the online survey through Microsoft Forms.

The public consultation survey is also available on our website in British Sign Language (via a video) and as an Easy Read version. We welcome responses to the Easy Read document via email or hard copy, and video responses in British Sign Language via email. Sending responses using the alternative formats of the survey will involve information that could identify you, such as an email address or a video response in which you appear.

As with other personal data collected in response to these surveys, this information will need to be shared with a few selected members of staff. In order to protect personal information, we will only retain a summary of the feedback given, anonymise the feedback, and delete the video and email in line with our retention period. Personal information will not be retained beyond this period.

Electronic responses can be returned to us at [Diversity@Senedd.Wales](mailto:Diversity@Senedd.Wales)

Hard copy responses can be sent to us at:

Diversity and Inclusion Team

Welsh Parliament

Cardiff Bay

Cardiff

CF99 1SN

### Who will have access to the information?

Responses will be treated as confidential and will only be visible to members of the Senedd Commission's Diversity and Inclusion Team and a small number of staff in the Research Service who will help with statistical analysis.

### Will the information be shared with any third parties, or publicised?

The information will not be shared with any third parties. The information will be used internally for data analysis and will not be published.

### Where will the information be stored?

The information will be stored securely on our ICT systems which includes third party cloud services provided by Microsoft. Any transfer of data by Microsoft outside of the EEA is covered by contractual clauses under which Microsoft ensure that personal data is treated in line with domestic legislation. To find out more about how Microsoft will use your information, you can read their privacy statement [here](#).

### How long will the information be retained?

The information from individual respondents will be stored for no more than 24 months from the end of the consultation period, to enable us to fully analyse the data, identify demographic trends, and use it to inform future actions. Responses from organisations

responding in their professional capacity will be retained for the duration of the Sixth Senedd. However, personal demographic monitoring information will be removed after 24 months from organisational responses.

### How will the information be disposed of?

Information will be securely disposed of following the end of the retention period.

### [Our legal bases for collecting, holding and using your personal information](#)

Data protection law sets out various legal bases which allow us to collect, hold and use your personal information. For the purpose of processing the personal data you provide, we rely on the following legal bases:

#### **The processing is necessary for the performance of a task carried out in the public interest**

The Senedd Commission has a number of statutory functions as set out in the Government of Wales Act 2006. This includes providing to the Senedd, or ensuring that the Senedd is provided with, the staff and services it requires for its purposes.

It is in the public interest that the Senedd Commission's functions are exercised with due regard to the principle that there should be equality of opportunity for all people. As set out above, this includes addressing barriers for participation and engagement to members of the public, as well as advancing diversity and inclusion in its own workforce.

In particular, by addressing barriers to participation and engagement, this helps to ensure that the wider work of the Senedd and its elected representatives is as inclusive as possible of all members of society in Wales, regardless of personal circumstances, characteristics and beliefs that could act as a barrier to participation and engagement.

The personal information provided in these surveys will assist the Senedd Commission when considering how to address these challenges, including by feeding into the development of its Diversity and Inclusion Strategy for the Sixth Senedd.

#### **The processing is necessary for compliance with a legal obligation.**

As set out above, the Senedd Commission has legal obligations under equalities legislation (such as to produce and periodically review equality objectives), as well as a specific legal obligation under the Government of Wales Act 2006 to make appropriate arrangements with a view to securing that its functions are exercised with due regard to the principle that there should be equality of opportunity for all people.

The personal information provided as part of these surveys will help to ensure that the Senedd Commission is able to meet these legal obligations, for the reasons provided in this notice.

## **Special category personal data**

We may process special category personal data if you choose to provide any. Special category personal data is defined as including data revealing racial or ethnic origin, religious or philosophical beliefs, sexual orientation and data about health.

Special category data will be processed on the basis that it is necessary for reasons of substantial public interest (as provided for by Article 9(2)(g) of the UK GDPR, read in conjunction with primarily paragraph 8 of Schedule 1 to the Data Protection Act 2018, but also paragraph 6 of Schedule 1 to the 2018 Act).

## **Your rights**

As a data subject, you have a number of rights. The rights which apply depend on the legal bases we are relying on to use your personal information. Those rights will not apply in all instances, and the Senedd Commission will confirm whether or not that is the case when you make a request.

The rights include the right to request access to your own personal information, sometimes called a 'subject access request'.

Additionally, you have the right to request from us:

- that any inaccurate information we hold about you is corrected (please note that you are required to keep us up to date with any changes to your personal information);
- that information about you is deleted (in certain circumstances);
- that we stop using your personal information for certain purposes or in certain circumstances; and
- that your information is provided to you or a third party in a portable format (again, in certain circumstances).

If you would like to engage any of the rights that you have under data protection legislation, ask a question or make a complaint about how your information is used; please contact the Data Protection Officer using one of the methods set out above, in the 'our contact details' section.

## **Requests for information made to the Senedd Commission**

In the event of a request for information being made under access to information legislation, it may be necessary to disclose all or part of the information that you provide. We will only do this if we are required to do so by law.

## **How to complain**

You can complain to the Data Protection Officer if you are unhappy with how we have used your data. Contact details can be found above.

If, following a complaint, you remain dissatisfied with our response, you can also complain to the ICO.

The ICO's address is:

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Helpline number: 0303 123 1113