



**Senedd Cymru  
Welsh Parliament**



# Privacy notice



## How we look after your personal information

# What is a privacy notice?



A privacy notice tells you how organisations deal with information they have about you.



The law says organisations must have a privacy notice.

Personal Information	
Your name	Jane Smith
Address	14 Redbrick Lane Wellford East Mording EN3 9NM
Phone	08944 368 1949

Our privacy notice tells you:

- What personal information we have about you
- How we look after your personal information



# About us



We are the Senedd Commission. We say Senedd like this: **sen-eth**.

We support the Welsh Parliament. We make sure it has enough staff and services to work properly.



We have written a plan about how we work with people. The plan says we want to:

- treat everyone equally
- make sure everyone has the same opportunities
- stop people being treated unfairly



You can read more about our plan in our easy read booklet.



## Why we have personal information about you

We have some ideas about how we will make our plan work.



The law says we must ask people what they think about our ideas. We should ask lots of people:



- if they agree with our ideas

and



- if they think there are other ways we can do things better



To do this, we have written 2 questionnaires.

1 questionnaire is for our staff. The other questionnaire is for people who use our services.



We will listen to what people tell us in the questionnaires. We will use their answers to make our services better. We only keep personal information to help us do this.

## What personal information we keep about you

If you fill in our questionnaire, you do not have to tell us your name or address. That way, we will not know who filled it in.



Other personal information we get from the questionnaire might include:



- where you are from



- your gender and sexuality



- your age

- your race

- your religion



- if you have a disability

- your education and what work you do



- if you are a parent or carer

# How we get your personal information



We get your information from:

- the answers you give in the questionnaire
- your email address, if you send the questionnaire back to us by email
- a video of you. For example if you send us your answers in British Sign Language



# Who can see your information



Only people who need to see your information are allowed to.



We will keep your information confidential and safe.



We will not share your information unless the law says we have to.



# Where will we keep your information



We will keep your information on our computers.



An organisation called Microsoft helps us manage our computer programmes.



Microsoft is a third party. This means they do not work for the Senedd Commission.



Microsoft has their own rules about how they look after information.

# How long we keep your information for



We keep your information for 2 years.

## Your rights

The law says you have the right to:



- ask to see what information we have about you. You can ask us for a copy of the information



- change any information that is wrong



- ask us to delete information we have about you



- change your mind and decide you do not want us to use some of your information



To ask about these things, you can contact us by email:

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



## Contact us

If you have any questions you can contact us:



**By phone:**

**0300 200 6565**



**By email:**

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

# How to complain



If you are not happy about how we use your information you can **complain**.

**Complain** means telling us you are not happy.



You can complain to the Information Commissioner's Office.  
It is called the **ICO** for short.



The **ICO** check that we are looking after information in the right way.



You can phone the ICO on:  
**0303 123 1113**



**You can write to the ICO at:**  
**The Information Commissioner's  
Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF**

## **Sending the questionnaire back to us**



When you have filled in the questionnaire about diversity and inclusion please send it back to us.



**By email:**  
**Diversity@Senedd.Wales**



**By post:**  
**Diversity and Inclusion Team  
Senedd Commission  
Cardiff Bay  
Cardiff  
CF99 1SN**