

COVID-19 Register of Experts for Wales horizon scanning survey - Senedd Commission Privacy Notice

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 data protection queries should be sent to the Data Protection Officer at:

Data.Protection@senedd.wales

0300 200 6565

Information – what, why, where, how?

What information are we collecting?

We are seeking views on: the overall strategy for tackling the pandemic in Wales; gaps in data, understanding and research; who is most at risk and how they can be protected; and views on what issues the Senedd should be scrutinising in the short, medium and long term.

We are also collecting links to respondents' recent COVID-related research, and Twitter handles.

Why are we collecting it?

We are contacting those people on the COVID-19 Expert Register to collect views that will help inform and support the Senedd's scrutiny of COVID-19 and its impact.

Who will have access to the information?

The data is being collected by Senedd Research and may be used by other Senedd Commission staff, Members of the Senedd, and Member Support Staff.

Responses will be shared internally to produce a summary of all responses, which will be published on our website; this may include names and roles. The responses may also be used to inform the development of a 'key issues' research paper, and the development of committee forward work programmes in the Sixth Senedd.

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 UK and the EEA is covered by contractual clauses under which Microsoft ensure that personal data is treated in line with applicable data protection legislation. To find out more about how Microsoft will use your information, you can read their privacy statement [here](#).

The information is being collected through a Microsoft Form.

How long will the information be retained?

Survey responses will be kept for the duration of the pandemic and for a period of time afterwards to allow for any ongoing lines of enquiry or workstreams to be completed. The published summary of responses will be available online permanently.

How will the information be disposed of?

There is a process in place that once the data is no longer required it will be deleted from any Microsoft 365 accounts and/or our Senedd systems.

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 in this survey, we rely on the following legal bases:

We consider that our collection and use of your information is necessary to help us to collect views on the key issues facing Wales and to support the Senedd's scrutiny and legislative functions. The processing is necessary for the performance of a task carried out in the public interest in accordance with Article 6(1)(e) of the General Data Protection Regulation read together with section 8(d) of the Data Protection Act 2018.

Special category personal data

We will not ask you directly any questions related to special category personal data. Should you provide such information through your responses, we will process any relevant special category data about you and anyone else you mention in your response.

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 GDPR, read in conjunction with paragraph 6 of Schedule 1 to the Data Protection Act 2018).

Special category personal data is defined as including data revealing racial or ethnic origin, religious or philosophical beliefs, sexual orientation and data about health.

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 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);
- the right to object
- that we stop using your personal information for certain purposes or in certain circumstances; and
- 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.

Requests for information made to the 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