

Privacy Notice for Government Property Agency Working from Home Survey

This notice sets out how we will use your personal data, and your rights. It is made under Articles 13 and/or 14 of the General Data Protection Regulation (GDPR).

YOUR DATA

Purpose

GPA is working in partnership with Leesman to issue a working from home survey to all departments who sign up to it. The survey will:

- Provide data on the current working from home position, helping us to better understand the impact, risks and needs of people working from home including on diverse groups
- Provide data to support return to the office activity and thinking on civil service transformation beyond COVID-19
- Provide in-depth insight to the activities that are important to people to deliver their roles, how well the home workplace supports these and how well the home workplace supports productivity, pride, connection etc.

The data

The survey doesn't ask for name or staff number. But as some staff may be identifiable from a combination of the data that is collected, we are treating the survey data as personal data.

Personal data will include:

- Answers to the questions in the homeworking survey and demographic information which people volunteer
- Metadata about how people complete the survey, for example, the time taken to complete the survey and web browser used

Demographic data includes: ethnic group, disability, gender identity, sexual orientation, age group, caregiver responsibilities, grade, function and location.

Legal basis of processing

The legal basis for processing your personal data is it is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the data controller. In this case that is to understand civil servants' experiences about working at home in the Civil Service through the COVID-19 crisis to inform decisions taken to improve these experiences, support their return to the workplace and support future Civil Service transformation plans. It is important to know if groups of staff with specific demographic characteristics have a better or worse experience, so that appropriate action can be taken to level this experience.

Sensitive personal data is personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person's sex life or sexual orientation.

The legal bases for processing your sensitive personal data about ethnic group, disability and sexual orientation are:

- It is necessary for the purposes of performing or exercising our obligations or rights as the controller, or the data subject's obligations or rights, under employment law, social security law or the law relating to social protection.
- processing is necessary for reasons of substantial public interest for the exercise of a function of the Crown, a Minister of the Crown, or a government department. In this case that is considering the impact of extended home working on all staff including those from diverse backgrounds.
- processing is of data concerning ethnicity, religious or philosophical belief, health including disability or sexual orientation, and it is necessary for the purposes of identifying or keeping under review the existence or absence of equality of opportunity or treatment between groups of people with a view to enabling such equality to be promoted or maintained.

Recipients

Your personal data will be shared by us with Leesman, who have provided the survey and platform.

We will share with departments aggregate data only, and only responses of 5 or more people will be disclosed.

Retention

Your personal (anonymised) data will be kept by us for up to one year. The data will not be retained in an identifiable form and Leesman will delete all data upon written request from the GPA.

YOUR RIGHTS

You have the right to request information about how your personal data are processed, and to request a copy of that personal data.

You have the right to request that any inaccuracies in your personal data are rectified without delay.

You have the right to request that any incomplete personal data are completed, including by means of a supplementary statement.

You may have the right to request that your personal data are erased if there is no longer a justification for them to be processed.

You have the right in certain circumstances (for example, where accuracy is contested) to request that the processing of your personal data is restricted.

You have the right to object to the processing of your personal data.

INTERNATIONAL TRANSFERS

Leesman store all data in the UK.

CONTACT DETAILS

The data controller for your personal data is the Cabinet Office. The contact details for the data controller are: Cabinet Office, 70 Whitehall, London, SW1A 2AS, or 0207 276 1234, or publiccorrespondence@cabinetoffice.gov.uk.

The contact details for the data controller's Data Protection Officer are: Stephen Jones, Data Protection Officer, Cabinet Office, Room 405, 70 Whitehall, London, SW1A 2AS, or dpo@cabinetoffice.gov.uk.

The Data Protection Officer provides independent advice and monitoring of Cabinet Office's use of personal information.

COMPLAINTS

If you consider that your personal data has been misused or mishandled, you may make a complaint to the Information Commissioner, who is an independent regulator. The Information Commissioner can be contacted at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF, or 0303 123 1113, or casework@ico.org.uk. Any complaint to the Information Commissioner is without prejudice to your right to seek redress through the courts.