

Government Social Research Service Privacy Notice

This notice sets out how we, the Government Economic and Social Research (GESR) team, will use your personal data, and outlines your rights under Articles 13 and/or 14 of the General Data Protection Regulation (GDPR).

The GESR team is the professional support team for both the Government Economic Service (GES), and Government Social Research (GSR), and is based in HM Treasury. The team handles the membership, finance, recruitment, governance and opportunities for GES and GSR.

This notice is effective as of 26th February 2021. Any amendments to this notice will be duly circulated to members, and they will be given the opportunity to opt out of membership in line with GDPR.

This notice is applicable to current members, and should be read by potential members on applying for membership, as it is important that they understand what data we will hold on them; for how long; what we will use it for, and who we will share it with.

1. Data subject categories

The personal information we need to collect relates to existing members and those wishing to apply for membership of the Government Social Research Service. The Government Social Research Service is the professional body for social researchers in the UK public sector.

2. Data categories

The personal data which are collected includes your:

- First Name
- Surname
- Work Email Address
- Username
- Work Telephone Number
- Work pattern
- Location (Region)
- Disability (<https://www.gov.uk/guidance/equality-act-2010-guidance>)
- Lower Socio-Economic Background

3. Special category data

The following categories of special category data will be processed.

- Gender (This is provided by members on a voluntary basis)
- Ethnicity (This is provided by members on a voluntary basis)

4. Purpose

The personal information and special category data are collected and maintained for the purpose of providing services and delivering the benefits of GSR membership. The data are maintained and/or processed in order to:

- Facilitate engagement and networking between members
- Undertake annual audit of the membership and related billing for membership subscription fees (where required)
- Circulate E-Newsletters to facilitate uptake of learning and development opportunities

- Provide regular reporting to the management team on the composition of the current membership
- To support equalities monitoring. To this end, data on gender, ethnicity, work patterns, location are required.

5. Legal basis for processing personal data

The processing of special data requires clear consent by the data subject, in line with the GDPR, Art. 6(1)(a). Thus, personal data categories shall only be collected lawfully if free and full consent is given. For the purposes of membership, we consider that full and free consent by the data subject is given where they voluntarily provide this data, via the GSR membership form.

6. Legal basis for processing special category data

The above categories of special category data will be processed for the purpose of equalities and diversity monitoring, in order to widen access to the profession and provide necessary training and support to members.

The results of this monitoring will appear in an anonymised, non-identifiable format in the GESR annual report, and other publications containing breakdowns of the profession membership.

Special data categories are collected on the basis that the data subject has explicitly consented to the collection of this data voluntarily, as set out in Art 9(2)(a) GDPR. For the purposes of membership, we consider that full and free consent by the data subject is given where they voluntarily provide this data, via the GSR membership form.

7. Recipients

Your personal data will only be made available to relevant staff in the central GESR team and/or shared with other organisations for the purposes listed in (4), where this is necessary for the processing of the subject's personal data. The list of these other organisations appears below:

- **Connect Internet Solutions Limited** (GSR members website database)
- **NTT** – As the personal information is stored on our IT infrastructure, it is also shared with our IT contractor NTT
- **GSR** member employers

Anonymised, non-identifiable data may also be shared with trusted partners (analysts within the Civil Service, academic collaborators) to assess aspects of the recruitment process. For example, (but not limited to), whether placement student schemes help improve diversity, and whether different elements of a recruitment process adversely impact on specific diversity groups.

For each organisation listed above, GESR Team as the controller will only disclose the personal data necessary to deliver that service. Either a contract or data sharing agreement (as appropriate) is in place to ensure that your information is kept securely and not to be used for any other purposes.

Your personal information will be held by Connect Internet Solutions Limited (whom hold our membership database and host the member's website); and controlled access measures are in place to mitigate any inappropriate use of your personal information.

8. Retention

Your personal data will be held for as long as you remain a member of GSR, and for an additional 1 year after this, in order to complete the annual report for membership. The data subject can unsubscribe from this service at any point by contacting GESREnquiries@HMTreasury.gsi.gov.uk

9. 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 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.

10. Where to submit a data subject access request (DSAR)

If you would like to enact your rights, you can do so by submitting a data subject access request to:

The Data Protection Unit
HM Treasury
1 Horse Guards Road
London
SW1A 2HQ
dsar@hmtreasury.gov.uk

If you have any concerns about HM Treasury's processing of your personal data, please contact its Data Protection Officer (DPO) at:

Data Protection Officer
HM Treasury
1 Horse Guards Road
London
SW1A 2HQ
privacy@hmtreasury.gov.uk

11. Contact details

The data controller for your personal data is the GESR Team. The contact details for the data controller are:

GESR Team
HM Treasury
1 Horse Guards Road
London
SW1A 2HQ
020 7270 5000
GESR.Enquiries@hmtreasury.gov.uk

12. Complaints

If you consider that your personal data has been misused or mishandled, you may make a complaint to the Information Commissioner, who is the UK's independent regulator for data protection. The Information Commissioner can be contacted at:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
0303 123 1113
casework@ico.org.uk

Any complaint to the Information Commissioner is without prejudice to your right to seek redress through the courts.