

## **Privacy Notice COVID-19 Colleague Survey**

This privacy notice tells you what to expect when your information is processed by the Staff Experience Team. You can contact the team at:

Swansea Bay University Health Board Headquarters  
1 Talbot Gateway  
Baglan Energy Park  
Baglan  
Port Talbot  
SA12 7BR

Tel: 01639 683344, Extension: 43553

Email : [SBU.StaffExperienceTeam@wales.nhs.uk](mailto:SBU.StaffExperienceTeam@wales.nhs.uk)

### **Why are we able to process your information?**

The Staff Experience Team at Swansea Bay University Health Board will control all data collected as a result of completion of the survey #ShapingSBUHB that focuses on measuring colleagues' experiences on wellbeing and working from home. Any information shared with key stakeholders will be done in an anonymised manner. Some of the key stakeholders include: members of the Executive Team, Staff Health & Wellbeing, Local Partnership Forum, Learning & OD Department, etc. Some of the findings may also be shared at a high level via intranet bulletins and other internal communication means.

We are legally able to process your personal information under Article 6 of the General Data Protection Regulation (GDPR) as the processing is necessary for us to perform our official functions as an NHS body. There will be occasions when we will rely on other lawful bases such as when the processing is required for us to comply with the law.

We are legally able to process special category information under Article 9 of the GDPR as the processing is necessary for the purposes of the management of health or social care systems and services or is necessary for the purposes of carrying out obligations in the field of employment and social security and social protection law.

## **For what purpose we are processing it?**

The purpose of this survey is to check in on how colleagues are feeling during the COVID-19 period to understand what support is needed to help minimise the stresses they may be under, and to help with future planning of the workforce. This survey focuses on their wellbeing and experience of working from home (current or potential).

The survey does not require a unique identifier to be completed. It is a self-completed questionnaire which is provided to all SBUHB colleagues, including volunteers. Colleagues who have concerns with the survey can raise them with their line manager or the Staff Experience Team.

## **How long will we store it for?**

We will not store personal information for longer than is required. Personal information will be anonymised when it is no longer required in an identifiable format. It will be stored in line with NHS retention guidelines.

## **Who will we share your information with?**

There may be occasions where we will share your information with others. This will only be done where there is a lawful basis to do so and in line with the purposes listed above.

Where required, we may share your information with:

- Other departments within the Health Board;
- With other NHS Wales Health Boards to benchmark; and
- With public bodies, regulatory bodies or legal professionals.

## **How can I contact the Data Protection Officer?**

The contact details for the Data Protection Officer are outlined below:

Data Protection Officer  
Headquarters, Swansea Bay University Health Board  
1 Talbot Gateway  
Port Talbot  
SA12 7BR

Tel: 01639 683336

E-mail: [SBU.Confidentialityissues@wales.nhs.uk](mailto:SBU.Confidentialityissues@wales.nhs.uk)

## **What are your rights in relation to your personal data?**

Under data protection law, you have rights we need to make you aware of. The rights available to you depend on our reason for processing your information.

- Your right of access  
You have the right to ask us for copies of your personal information. This right always applies. There are some exemptions, which means you may not always receive all the information we process.
- Your right to rectification  
You have the right to ask us to rectify information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete. This right always applies.
- Your right to erasure  
You have the right to ask us to erase your personal information in certain circumstances.
- Your right to restriction of processing  
You have the right to ask us to restrict the processing of your information in certain circumstances.
- Your right to object to processing  
You have the right to object to processing only where it is processed as part of our public tasks, or is in our legitimate interests.
- Your right to data portability  
This only applies to information you have given us. You have the right to ask that we transfer the information you gave us from one organisation to another, or give it to you. The right only applies if we are processing information based on your consent or under contract, or in talks about entering into a contract and the processing is automated.

You are not required to pay any charge for exercising your rights. We have one month to respond to you.

You also have the right to lodge a complaint with a supervisory authority if you are unhappy about how your data is processed.

In the UK, the supervisory authority is the Information Commissioner's Office whose contact details are provided below:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

On-line/livechat: <https://ico.org.uk/make-a-complaint/your-personal-information-concerns/personal-information-concerns/>

Helpline: 0303 123 1113

Further guidance on how to exercise your rights is available on the ICO website at: <https://ico.org.uk/your-data-matters/>