

DATA PROCESSING STATEMENT

This processing statement explains what data the OH census will hold, why we hold it, how we protect it and your rights to access it, restrict it, or delete it.

SOM takes your information rights seriously. We ask that you read this statement carefully as it contains important information.

- We won't disclose your information to anyone
- We will never sell your personal data to any external companies, and no data will ever be shared that could be used for financial gain.
- Aggregated data will be disseminated locally and nationally
- We will collect census data using secure online forms, and process that data under legitimate interest in a way which might reasonably be expected as part of running our organisation, and which does not materially impact your rights, freedom or interests.
- We will carry out analysis of demographic data and trends in such data, in order to look at specifics and patterns in the workforce and activity.

The data we collect, and hold includes some, or all, of the following:

- contact details (in order to distribute the census and other surveys or data collection projects)
- The census – which collects nonpersonal, information about you and your work.

Specifically, to undertake the annual census we produce:

- i. data on the UK OH workforce and OH activity
- ii. studies on the above - anonymous, aggregated and trended data from the censuses and similar projects in documents that are available to the general public, such as an annual census summary for the SOM website
- iii. ..to provide an evidence base to shape policy

Why we need to collect and use your data

- SOM must maintain up to date information (including contact details) in order to communicate with the sector regarding the OH census
- No personal data will be shared.
- All data that are published in any of our public reports, or any that we have undertaken on behalf of another organisation, or organisations, are aggregated and anonymous.

How long we keep your data and why

- Whenever we collect or process your personal data, we will only keep it for as long as is necessary.
- At the end of our retention period, your data will be either: deleted, destroyed, deactivated or anonymized.
- All data published by us to the general public will be aggregated and anonymous.
- We will keep full data relating to the annual census for a period not exceeding 5 years from the census or survey date. After this time all data will be made anonymous (if kept for research purposes) or otherwise securely deleted.

We upload the following census data through a secure, portal on the SOMs website that is secured in a UK data house.

Your rights to:

- access your data (Article 15)
- have a copy in a standard format (Article 20)
- restrict the use of your data (Article 18)
- stop your data being used (Article 21)
- have data deleted (Article 17)
- access your data (GDPR Article 15) - you have the right to access all information which identifies you as a living person, by making a 'subject access request'.
- a Standard format (GDPR Article 20) – You have the right to a copy of your data in a standard format, where technically possible.
- rectify errors (GDPR Article 16) – You have the right to rectify factual errors in current systems and processes when incorrect, out of date, or incomplete.
- data deletion, restriction or stopping its use (GDPR Articles 17 & 21)

The above rights are general rights which will apply across all work areas in the SOM.

If you wish to exercise the above rights, please contact our data protection officer, the CEO.

You have the right to request that we no longer send you a census or other survey. If you wish to do so, please email us at admin@som.org.uk

Where we use automated decision making and how this affects you (Article 22)

No automated decision-making is taken by us.

Who to contact and how to complain

- If you have any queries or concerns about how we manage privacy, contact the SOM
- If you are not satisfied with the service provided you have the right to complain to us using the SOM address, or the UK regulator, the Information Commissioner.
- See the SOM website privacy statement for further information on GDPR and your rights. If the use of your data changes, we will update this statement to reflect that.
- Regularly reviewing this information ensures you remain aware of what data we collect, hold, how we use it, and under what circumstances we will share it with other parties.
- For further information on the privacy policy please visit <https://www.som.org.uk/privacy-and-cookie-policy>