

Privacy Notice

Remuneration Board MSS Staff Pay Review

Review schedule

Policy publication date:	09.12.23
Frequency of review:	Not applicable; this notice applies to a time bound project
Date last reviewed:	
Current review date:	

Our contact details

We have appointed a data protection officer who is responsible for overseeing questions in relation to this privacy notice. If you have any further questions about the way in which we process personal data, or how to exercise your rights, please contact our Data Protection Officer:

- Email: data.protection@senedd.wales
- Post: Tŷ Hywel, Pierhead Street, Cardiff Bay CF99 1SN
- Phone: 0300 200 6565

You can read the Remuneration Board's full privacy notice on our website here:

<https://remunerationboard.wales/about/privacy-policy/>

How will your information be used?

The Independent Remuneration Board is the data controller of the information you provide and will ensure it is protected and used in line with the UK's data protection legislation.

Your personal data will be used to:

- Select participants for focus groups and interviews to be undertaken by Beamans, our data processor, as part of the Members' Support Staff Pay and Grading Review



- Facilitate direct contact with Beamans to arrange focus group and interview attendance
- Understand the diversity of those we are engaging with
- Understand views and experiences of the current MSS pay and grading structure

Following this, any information and data obtained through individual interviews and focus groups will be used by Beamans to identify themes in relation to pay and reward and the use of the pay and grading framework. Comments and opinions will not be attributed to individuals, however if a particular group identify an issue specific to them, this may be referenced in the final report.

Information and data obtained through individual "job weight" interviews will be used to help us create "pen pictures" of the various Caseworker roles. This information will aid our understanding of the responsibilities and challenges of these roles and enable us to identify how they fit against the existing pay and grading framework. A broad overview of findings will be included in our report.

What information are we processing?

We will collect data including name, contact details, salary band, office base, length of service, whether you work full or part-time and the political affiliation of your employing Member or group office. We will also gather equality monitoring data.

Views may also be sought on how the current pay and grading framework outlined in the Determination on Members' Pay and Allowances operates and your experiences of it. Such views will be gathered and stored by Beamans, who are acting as our data processor under this contract.

Any notes taken as part of the review process will be kept to a minimum. They will be stored securely and retained for no longer than necessary to enable completion and formal acceptance of the report.

Why are we processing it?

We are collecting this data to support the selection of participants for focus groups and interviews as part of the review of Member's Support Staff Pay and Grading (as outlined in the Independent Remuneration Board's **strategic plan**), and to understand views and experiences of the pay and grading structure. The review will be carried out by Beamans, a recognised expert consultant on pay and grading.

Data provided in the expression of interest form will enable the Remuneration Board secretariat to select participants that enable the team at Beamans to hear a broad range of

perspectives through interviews and focus groups. Views gathered through interviews and focus groups will inform a report to be submitted to the Remuneration Board.

Who will have access to the information?

The information provided in the expression of interest form will be held by the Remuneration Board to enable the selection of participants with a broad range of perspectives.

The information provided to the Beamans team through the interviews and focus groups will be held by Beamans. This raw data will not be shared with the Remuneration Board, but may be presented, in a non-identifiable way, as part of the report to the Remuneration Board.

Will the information be shared with any third parties, or publicised?

Name and contact information of selected participants will be shared with Beamans to enable them to contact participants with further details about interviews and focus groups.

Information gathered through the interviews and focus groups will inform a report drafted by Beamans, to be provided to the Remuneration Board. Any contributions made as part of the review will be presented in a non-attributable way in this report. The report may be published on the Remuneration Board's website, as well as being shared with the Remuneration Board members and the Board secretariat.

Some non-attributable, non-personal and non-sensitive personal data may be shared with the Senedd Commission where issues emerge through the research that do not fall within the remit of the Remuneration Board, but are those that the Commission could take action upon or take note of.

Storage, retention and deletion

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

Your information will be retained until we have completed the relevant piece of work and for a period of no longer than six months after. Data will be then be deleted from our ICT systems.

The information stored by Beamans, will be stored securely on their ICT systems, with password protection where appropriate. Information will be stored for no longer than necessary to enable completing and formal acceptance of their report to the Remuneration Board, and for a period of no longer than 6 months after.

Legal basis for processing Personal Data

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, we rely on the following legal bases:

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The processing is necessary for the performance of a task carried out in the public interest

The task is to facilitate the work of an independent body to carry out its activities connected with determining the pay and allowances for Members of the Senedd.

The scope of our activities is set out under sections 20, 22, 24, 53 and 54 of the Government of Wales Act 2006 and the National Assembly for Wales (Remuneration) Measure 2010 and relates to making decisions on pay and allowances for Members of the Senedd. We must act in an open and transparent manner.

We must consult those who are likely to be affected by our decisions, including Members of the Senedd, staff employed by Members of the Senedd (or by groups of Members of the Senedd), relevant trade unions, and such other persons as we consider appropriate.

Legal basis for processing Special Category Data

Article 9(1) GDPR defines special category personal data as including 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.

We anticipate that we will process certain special categories of personal data, particularly those relating to equality and diversity in order to provide Beamans with a broad representative of staff to enable them to gather a range of views from Members Support Staff.

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).

Requests for information made to the Remuneration Board

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.

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 we 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);
- that we stop using your personal information for certain purposes or in certain circumstances; and
- that your information is provided to you or a third party in a portable format (again, in certain circumstances).

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 our Data Protection Officer.

Making a complaint

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:

Information Commissioner's Office
Wycliffe House
Water Lane

Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113