

Privacy Notice

Remuneration Board MSS Staff Pay Review

Review schedule

Policy publication date:	09.12.24
Frequency of review:	Not applicable; this notice applies to a time bound project
Date last reviewed:	
Current review date:	

Our contact details

We are the Independent Remuneration Board of the Senedd. We are the data controller of the information you provide and will ensure it is protected and used in line with data protection legislation.

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

How will your information be used?

The Independent Remuneration Board of the Senedd (the "Board") is an independent body responsible for ensuring Members of the Senedd have the appropriate remuneration and resources available to them to undertake their role. This includes setting the salaries of Members as well as their other allowances such as staffing and office costs.



The information requested in this form will be used to enable the Board to undertake an assessment of the impact on particular groups of any changes under consideration by the Board to provisions in the Determination relating to support staff (i.e. an equalities impact assessment).

Whilst completing this form is optional for support staff, those who choose to complete it will be required to provide details of their pay and job grade. This information is essential in order to enable the Board to assess the impact of proposed changes to job grades and salaries on particular groups of support staff. Support staff will have the option not to answer questions in the form relating to protected characteristics and socio-economic background, by selecting 'prefer not to say' from the list of multiple choice answers.

Whilst this survey does not request clear identifying information, such as your name, it may be possible to identify individuals who complete this survey through a combination of responses and/or information provided in open-text boxes.

What information are we processing?

The survey sets out a series of questions asking individuals to provide information relating to protected characteristics under the Equality Act 2010, information relating to their socio-economic background, and information relating to their current role and pay.

This information may include (if you choose to provide it):

- Information relating to your gender and gender identity;
- Information relating to your national identity;
- Information relating to your ethnicity;
- Information relating to your sexual orientation;
- Your age group;
- Information relating to any disabilities you may have;
- Information relating to your religious beliefs;
- Information relating to your socio-economic background;
- Your job title, pay grade, and pay scale; and,
- Information relating to claims for homeworking allowance.

Why are we processing it?

The Board is undertaking a full review of its Determination on Members' Pay and Allowances in advance of the next Senedd, the Seventh Senedd, to ensure Members of the Senedd are remunerated appropriately and have adequate financial support available to them in order to fulfil their Senedd duties effectively. This includes a review of provisions in the Determination relating to Members' and Groups' support staff.

Who will have access to the information?

The Remuneration Board's Secretariat (Senedd Commission staff employed to support the work of the Board) will have access to this information. The Secretariat act solely to support the work of the Board. The information gathered via this form will be used to inform the Board's work, as described above.

The Board Secretariat will use the raw survey response data to extract anonymous information to identify the numbers of support staff with particular protected characteristics. The raw data provided via the survey will not be shared outside of the Secretariat. The anonymised analysis of this data will then be made known to members of the Board itself and Commission staff, outside of the Secretariat, who directly support the work of the Board.

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

Individual responses to this survey will not be published or reported.

None of the raw information provided in response to the survey will be shared with any third parties, unless we are required to do so by law.

Storage, retention and deletion

The information will be stored securely on our ICT systems which includes third party cloud services provided by Microsoft. We may also use of Microsoft's artificial intelligence tools to process your information. 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](#).

The raw survey data will be retained until a period of no longer than six months after we have completed the relevant piece of work, which is estimated to finish in March 2025. After the six-month period, we will retain anonymised information. Anonymised

information will be retained for the duration of the Sixth Senedd to help inform final decisions by the Board on changes to provisions in the Determination relating to support staff, for the Seventh Senedd.

Legal basis for processing Personal Data

Data protection law sets out various legal bases (or 'conditions') 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:

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

The task is to facilitate the work of the Board 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, as per section 2(2)(a) of the 2010 Measure.

In accordance with section 2(4) of the 2010 Measure, 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) of the UK 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.

The survey includes optional questions asking individuals about which of the protected characteristics under the Equality Act 2010 apply to them and their socio-economic background. Some of these areas overlap with the special categories of personal data that are afforded extra protection by Article 9. There are also 'free-text' boxes which allow individuals to provide additional information, which may contain special category personal data.

Any special category data that is provided in response to this survey 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 UK GDPR, read in conjunction with paragraphs 6 and 8 of Schedule 1 to the Data Protection Act 2018).

Sharing data

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 the Commission 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.

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