

## **The personal data that we collect**

The personal data we process about you may include your:

- full name
- email address
- nearest city
- phone number
- organisation
- organisation address
- job title

We may also hold records of our interactions with you including email correspondence for the purposes of this project.

## **How we collect your data**

We will be collecting your personal data when you volunteer to take part in user research for the UK Sustainable Development Goals (SDGs) website. This will be collected through Survey Monkey and participation is completely voluntary. Survey Monkey has issued assurances that they will meet GDPR standards, though they also host all their data in the United States. Please see [Survey Monkey's Privacy Policy](#).

For follow up research, our third-party contractor may also be collecting information via the recording of face to face interviews, further online surveys or over the telephone. Any personal data collected in these exercises will be deleted by the contractor as soon as reasonably possible, or in any event no later than the project end. All reports will be anonymised and not associated with an individual.

## **The purposes for which your personal data is being processed**

Your personal data will be collected via Survey Monkey and used to contact you for follow up research and for potential participation in future user research. If you contact us with a query, we may also store your data to aid our response to your request and any similar requests in the future.

## **If you are on one of our contact lists**

We use your data to communicate with you about:

- a specific work programme (for example data sharing agreements or surveys)
- a specific topic (for example statistical methodology)
- an event or meeting (for example conferences)
- a group (working groups or area champions)
- participation in future user research projects

## **The legal basis for processing**

Data protection legislation requires that all processing of personal data is undertaken under one or more of a set list of conditions. Unless stated otherwise all Office for National Statistics (ONS) processing of stakeholder personal data is undertaken under the following condition:

Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.

ONS is a statutory body, meaning we were created by legislation, specifically the Statistics and Registration Service Act 2007, with the objective of promoting and safeguarding the production and publication of official statistics that serve the public good. All our collection and use of data comes from powers that can be found in that Act or other UK legislation. A full list of all the legislation that we use is available.

## **How long we keep your data for**

Your personal data will only be held for so long as it is required by us to carry out our role as a statistical authority. ONS and UK SDGs database owners are encouraged to regularly review their business need and proactively remove the personal data of stakeholders who are inactive. You can request removal from a database, bulletin or group at any point in time simply by contacting the owner (for example the mailing list sender). Where appropriate, personal data will be anonymised as soon as practically possible.

Where we store queries for future reference, accompanying personal information will be stored for a maximum of two years. After this period, or when the query is no longer needed, it will be deleted or the contents anonymised.

## **Who we share your personal data with**

We treat all the data we hold with respect, keeping it secure and confidential. For this particular project, your contact details will be shared with a third-party contractor who is a

specialist in user research. Your contact details will be passed onto the third-party contractor in order to contact you for follow up research. These contact details will be deleted by the contractor as soon as reasonably possible, and in any event no later than the project end.

For the purposes of face to face interviewing, some contact details may be shared with venue providers.

## **Your rights as a data subject**

As a data subject (someone whose personal data we hold) you have rights available to you under data protection legislation. The UK SDG's and ONS' use of a "public task" legal basis does not impact your rights as a data subject. If you want us to stop processing your personal data (for example removal from a contact list), please let the respective database owner know.

If you wish to exercise any other rights or cannot get hold of a database owner, then please contact our Data Protection Officer at: [DPO@Statistics.gov.uk](mailto:DPO@Statistics.gov.uk)

Your rights are as follows. Further information on the rights available to you, and the circumstances under which you can exercise them, is available from the [Information Commissioner](#).

- you have the right to be informed about the personal data we hold about you
- you have the right to request access to the data we hold about you
- you have the right to amend any wrong or inaccurate data we may hold about you
- you have the right to object to your personal data being processed
- you have the right, in some circumstances, to request that we erase any personal data we may hold about you
- you have the right, in some circumstances, to request that we process your data on a restricted basis
- you have the right not to be subject to an automated decision-making process

### Contact details

The data controller for your personal data is the Office for National Statistics. The contact details are:

Office for National Statistics  
Government Buildings  
Cardiff Road  
Newport  
NP10 8XG  
Telephone +44 (0) 1633 456633  
Email: [info@ons.gov.uk](mailto:info@ons.gov.uk)

The contact details for the ONS Data Protection Officer (DPO) are:

Data Protection Officer  
Office for National Statistics  
Segensworth Road  
Titchfield  
Fareham  
Hampshire  
PO15 5RR  
Telephone: 0845 601 3034  
Email: [DPO@Statistics.gov.uk](mailto:DPO@Statistics.gov.uk)

If you consider that your personal data has been misused or mishandled, you may make a complaint to the Information Commissioner, who is an independent regulator. Contact the Information Commissioner at:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF  
Telephone: 0303 123 1113  
Email: [casework@ico.org.uk](mailto:casework@ico.org.uk)

Complaints to the Information Commissioner won't affect your right to seek compensation through the courts.