

Privacy policy

The statement below provides an overview of how we will treat the information you provide to us.

Who we are

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

Our contact details

Any queries regarding our use of your information should be sent to the Data Protection Officer at: data.protection@senedd.wales or 0300 200 6565

Why we are collecting this information

Your submission will be used to inform the Board's decisions on proposed changes to the Board's Determination, which sets out the pay and allowances available to Members of the Senedd, in relation to:

- Member and office holder salaries;
- European Union travel by Members;
- Office and Constituent Liaison Fund;
- Member support staff pension scheme;
- Party Political Support Allowance;
- equality impacts; and
- any other proposals or suggestions you submit as part of your consultation response.

Our legal bases for collecting, holding and using your personal information

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 an independent body to undertake its functions of determining the pay and allowances for Members of the Senedd. The Board exercises functions 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 in order to make decisions on pay and allowances for Members of the Senedd. In exercising those functions, the Board must act in an open and transparent manner. The Board must consult those who are likely to be affected by its 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 the Board considers appropriate.

Special category personal data

We may process special category personal data as part of this consultation. Special category personal data is defined as including data revealing racial or ethnic origin, religious or philosophical beliefs, sexual orientation and data about health. For the purpose of this consultation, we will be processing any relevant special category data about you and anyone else you mention in your response.

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).

What we will do with your information

Submissions will be seen in full by the Board members and the secretariat to the Board (employees of the Senedd Commission) who are involved in the consultation.

Some information may be shared with employees of the Senedd Commission in order to obtain views and advice in considering any changes to the pay and allowances available under the Determination and how any changes should be administered.

Where will store your information

Your information will be stored on the Senedd Commission's ICT network (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 ensures that personal data is treated in line with European legislation. Details about how Microsoft will use your data are available on their website: <https://privacy.microsoft.com/en-gb/privacystatement>

Information may also be retained in the Senedd's business management system provided by Mod.Gov.

Publication of submissions

The Board may publish some or all of your submission to this consultation on the Board's website. It may also publish extracts from your submission within documents produced following the consultation and published on the Board's website. Any submissions that are published on the Board's website will remain in the public domain.

Please let us know if you would prefer that your submission, or extracts from it, are not published.

If the Board publishes a submission you have provided on behalf of an organisation or political group within the Senedd, it will include your name, job title and the name of your organisation or political group with your submission. If it publishes a submission you have provided on your own behalf, it will only publish your name if you have asked us to do so.

How long your information will be retained

Responses will be retained until the Board has completed the consultation and for a period of no longer than six months after the consultation has closed. Any information which has been published into the public domain, will remain there. After the six month period following closure of the consultation, the Board will retain anonymised responses. Those anonymised responses will be retained for the duration of the Sixth Senedd, being the period during which the

Determination is in force. The anonymised responses are retained to help inform the Board's annual reviews of the Determination.

Contacting you

The Board may use the contact details you provide to contact you in relation to this consultation and your submission, and any additional work undertaken as part of this review. Please inform us as you respond to the consultation if you would like us to retain your contact details and contact you for these purposes. If you decide to opt into further contact, you may opt out of further contact at any point by letting us know.

Requests for information made to the Senedd Commission

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. This may include information which has previously been removed by the Remuneration Board for publication purposes. The Board will only do this if it is 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; please contact the Data Protection Officer.

How to make a complaint

You can complain to the secretariat at the contact details above if you are unhappy with how we have used your data.

If, following a complaint, you remain dissatisfied with our response, you can also complain to the ICO.

The ICO's address is:

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