



Office of the Complaints Commissioner  
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## Privacy notice for survey respondents

The Office of the Complaints Commissioner processes personal information to enable us to carry out our statutory duties. Part of these requires us to collect feedback from our customers on their experience of using the service and to use that feedback to help us improve how we work.

We will process any personal data we collect through our survey in accordance with the General Data Protection Regulation 2016 and the Data Protection Act 2018.

This notice is separate to how we deal with your information as part of an investigation of your complaint.

### ***Information we collect from you***

We process information to help us understand our customers, including special categories of personal data to meet our obligations under the Equality Act 2010. This may include information about

age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage/civil partnership and pregnancy/maternity, opinions about our service, and qualifications and employment status.

### ***Sharing your information***

The information is collected and uploaded to a secure web-based system, provided by a third party. From this a quarterly report is presented internally, which has the information in an aggregated form. We also report results on our website annually.

### ***How we protect the information***

We take the security of your data seriously. We have internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed. We also make sure our employees only access your data in the proper performance of their duties. For more details see our Information Management Policies on the website <http://frccommissioner.org.uk/privacy-statement/>

Information which is processed by the third party is held on a secure web-based system. The processing is done so on the basis of written instructions and the third party is under a duty of confidentiality and are required to comply with the General Data Protection Regulation 2016 and Data Protection Act 2018 in their own right.

## ***How we store and how long we keep the information***

We store all survey responses on a secure web-based system. Once our survey closes for that year, data is transferred to our own server for analysis. At that point, the original data and any paper copies are destroyed.

The remaining data is stored for 1 year from the date it was collected.

## ***Your rights***

### **Access to your data**

You can ask to see a copy of the personal data we hold on you. You may do this by contacting us at SAR@frccommissioner.org.uk

### **The right to rectification**

If the personal data we hold about you is not accurate or not complete, you can ask us to put it right (this is called rectifying your data). We aim to deal with any enquiries about rectifying your data within one month of receiving your request.

### **The right to object**

You can object to our processing of your personal data, and we must comply with your objection unless we can demonstrate our grounds for processing override your interests, rights and freedoms. Your grounds for objection must be related to your situation.

### **The right to restrict processing**

We will restrict processing of your data if:

- you tell us the data we hold is not accurate, while we verify the accuracy
- you object to our processing, while we consider if our legitimate grounds for processing override your right to object
- we no longer need the data but you need it to establish, exercise or defend a legal claim.

### **The right to erasure (“right to be forgotten”)**

The right to erasure does not apply when information is being processed for the performance of a public interest task or exercise of official authority. This is the basis on which we process complaints data and feedback about your experience of using our service, and so this right does not apply.

### **The right to data portability**

The right to data portability only applies to data that is processed by automated means, and where processing is based on your consent or the performance of a contract. As processing complaints data and feedback about your experience of using our service is for the performance of a public interest task or exercise of official authority, this right does not apply.

## **Contact details**

If you have any queries about the information given here, or how we handle personal data, please contact the:

Data Protection Officer  
Office of the Complaints Commissioner  
Tower 42  
25 Old Broad Street  
London  
EC2N 1HN

Email [sar@frccommissioner.org.uk](mailto:sar@frccommissioner.org.uk)

To contact the Data Protection Officer at the Office of the Complaints Commissioner, use one of the addresses above.

## **Complaints**

If you have a complaint about how we have handled your data, you can complain to the:

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

Tel: 01625 545 700 or local call 0303 123 1113

Fax: 01625 545 510

[www.ico.org.uk](http://www.ico.org.uk)