



Employer Gaps and Opportunities Report

The Welsh Government has commissioned People & Work to undertake research to assess the employer gaps and opportunities for refugees in Wales. The aim of this research is to understand gaps and opportunities in the labour market that refugees could fill in Wales, collect examples of best practice in developing the employment prospects of refugees and identify ways in which support could be developed or improved through the ReStart: Refugee Integration Project and other avenues. As part of this research People & Work will be gathering information through interviews.

The Welsh Government is the data controller for the research. However, People & Work will delete any personal data provided through the interviews and anonymise the raw data, before it is shared with the Welsh Government.

The information collected during the project will be included in a report published on the Welsh Government website and possibly in other publications by People & Work and Welsh Government.

Your Participation in this research is completely voluntary. However your views and experiences are important in order to help inform Welsh Government policies.

The contact for this research at People & Work is Duncan Holtom.

E-mail address: Duncan.Holtom@peopleandwork.org.uk;

Telephone number: 029 2048 8536

PRIVACY NOTICE

What personal data do we hold and where do we get this information?

Personal data is defined under the General Data Protection Regulation (GDPR) as ‘any information relating to an identifiable person who can be directly or indirectly identified by reference to an identifier’.

You have been invited to participate in the interview by People & Work because you have been identified as someone who may be able to contribute to the research. Welsh Government hold your information due to your previous engagement around employment and / or refugee support and have passed on your contact details to People & Work. People and Work will only use your contact details for the purposes of carrying out the research project. Relevant national organisations have been invited to participate using contact details available online.

This research does not require the collection of additional personal data from you.

Your participation is voluntary and if you do not wish to take part or be sent reminders then please reply to the invitation email and your details will be removed. People & Work will only use email addresses and telephone numbers for the purposes of this research.

If you choose to provide additional personal data as part of the research we will try not to identify you from, or link your identity to, the responses you provide. If you raise a query or complaint and provide personal data requesting a response, the researcher will forward the request only to the relevant official and subsequently delete it from the research data.

All information, which you provide will be kept anonymous. Reports will not identify you or your organisation.

All data, such as notes from interviews will be stored securely, and kept for no more than three months after the end of the review before being destroyed.

We wish to record interviews for operational reasons. We will make this clear to you before the interview begins, and you will have the opportunity to tell us if you are not happy for the discussion to be recorded. If interviews are recorded, personal data will be removed during the process of transcribing. Recordings will be deleted as soon as this process is completed. If discussions are not recorded, personal data will not be included in written notes prepared following the interviews.



What is the lawful basis for using your data?

The lawful basis for processing information in this data collection exercise is our public task; that is, exercising our official authority to undertake the core role and functions of the Welsh Government.

Participation is completely voluntary. Research studies such as this are important for the Welsh Government to collect information and actionable evidence about its ability to deliver government priorities.

How secure is your personal data?

Personal information provided to People & Work is always stored on a secure server. The data can only be accessed by a limited number of researchers working on this project. People & Work will only use this data for research purposes. People & Work has cyber essentials certification.

People & Work has procedures to deal with any suspected data security breaches. If a suspected breach occurs, People & Work will report this to the Welsh Government who will notify you and any applicable regulator where we are legally required to do so.

All data gathered through this research will be reported in an anonymised format. It will not contain your contact details and any identifiable information in open-ended answers will be removed. People & Work will use the information gathered to produce a report that will be published on the Welsh Government website. This report will not include any information that could be used to identify individual participants' contributions.

How long do we keep your personal data?

People & Work will hold personal data during the contract period, and any personal data not already removed will be deleted by People & Work three months after the end of the contract. Welsh Government will only receive reports from People & Work and no personal data.

Individual rights

Under GDPR, you have the following rights in relation to the personal information you provide as part of this research, you have the right:



- To access a copy of your own data;
- For us to rectify inaccuracies in that data;
- To object to or restrict processing (in certain circumstances);
- For your data to be 'erased' (in certain circumstances); and
- To lodge a complaint with the Information Commissioner's Office (ICO) who is our independent regulator for data protection.

The contact details for the Information Commissioner's Office are: Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

Phone: 01625 545 745 or 0303 123 1113.

Website: www.ico.gov.uk

Further Information

If you have any further questions about how the data provided as part of this study will be used by the Welsh Government or wish to exercise your rights using the General Data Protection Regulation, please contact:

Name: John Davies (Education and Public Services, Welsh Government)

E-mail address: John.Davies35@gov.wales

Telephone number: 0300 025 3895

The Welsh Government's Data Protection Officer can be contacted at:

Welsh Government, Cathays Park, Cardiff, CF10 3NQ, Email:

DataProtectionOfficer@gov.wales.