

Living in Austria Survey, 2021: GDPR information leaflet

“Living in Austria” is part of a survey of Europeans’ social attitudes, beliefs and behaviour. It is undertaken by the European Social Survey ERIC, in collaboration with [national institute], and its aim is to contribute to understanding how life and living situations differ throughout Europe.

You are invited to participate in this survey. This leaflet provides GDPR information about the survey, including how the collected information will be used and how your rights, as a participant, will be protected. The information will be collected using the online survey platform Qualtrics or through a paper questionnaire. Participation is only open to those aged 18 years or above at the time of participation. Thank you for considering this invitation.

Your participation in Living in [Country]

<Insert details about sampling (e.g. “Your address was selected from the Post Office address file in Austria”)>.

During the Living in Austria survey, you will be asked a number of questions about your attitudes and life events, as well as more factual questions. You will be asked questions such as how the coronavirus pandemic has affected the country, how well the government is doing its job, as well as questions about your attitudes to other social issues. We are also testing certain design features in our survey like the length of the interview and willingness to be interviewed again.

Online responses will be securely stored until 3 months after all of the surveys are finished. Responses recorded on paper will also be stored securely for 3 months after the survey finishes, whilst being entered into Qualtrics by the [FWO]. Qualtrics will store your information in the EU, however it will also be transferred to the USA. The data will be encrypted to ensure it can only be viewed and downloaded from Qualtrics by the ESS ERIC Core Scientific Team, the FWO and [national institute]. Once the survey has finished, the responses without the names and addresses will be transferred to the Headquarters of the European Social Survey, European Research Infrastructure Consortium (ESS ERIC HQ) at City, University of London (UK), where it will be securely stored for up to 12 months from the end of the survey (with access also granted to ESS ERIC Core Scientific Team staff at UPF in Spain). Further processing will take place to ensure consistency across the information gathered. Finally, the data will be securely transferred and stored at the ESS Archive in Norway.

What happens with the collected information?

- We will treat all the information about you with strict confidentiality and in accordance with the EU’s General Data Protection Regulation (GDPR) and national data protection laws.
- Only the [FWO] [(address where the FWO will receive the contact information)], that sent you this invitation, will have access to your address.
- During the survey, and after it has finished, staff at the [FWO], [national institution] and the survey coordinators (staff at ESS ERIC Headquarters and UPF in Spain) will be able to access your survey answers.
- Until all of the surveys are finished, staff at [the Institution] and [the fieldwork agency] will be able to access your personal data. Staff at ESS ERIC will be able to access your survey answers (including your name and month and year of birth if you provide these), but not your address.
- When using Qualtrics, the data is stored in EU. However, the US Qualtrics will have access to the data and therefore it is considered a transfer to the USA. However, staff at Qualtrics will only have access to encrypted data, and the encryption key will only be known to ESS ERIC HQ. When the survey is finished, the [FWO] will send the survey responses, without your name or contact details (unless you agree to take part in future surveys, see below), to ESS ERIC HQ in London, UK. The combined responses will subsequently be sent to the ESS ERIC Archive at NSD (Norwegian Centre for Research Data, Bergen, Norway). The same data protection arrangements will apply in Norway.
- Your name and contact information will be deleted when the survey findings are published and no later than September 2021, unless you agree to participate in further studies (in this case, other arrangements will be in place). At this time, the copies held in Qualtrics and by the [ESS ERIC/FWO/national institute] will be deleted. Paper questionnaires will also be destroyed at this time. The rest of the survey answers collected will be securely stored for an indefinite period at the ESS ERIC data archive. This information will be made available for use in scientific studies by researchers, students and others interested in Europeans’ social attitudes and survey methods.
- The results of the survey will be made available on request to researchers who make an application to the ESS ERIC data archive. They would be required to sign an agreement to use the data only for research purposes and not to attempt to identify any individual.

- We will make efforts to ensure that no participant is identifiable in the results of the survey or in any publications based on the study.
- If you complete the survey on-line we will capture data on how long it took you to answer each question as well as other information such as the type of device you used to complete the survey.
- At the end of the survey we ask if you are willing to be contacted to take part in future surveys. If you agree to be recontacted we will store your name, address, e-mail address and mobile phone number for up to 12 months before deleting those details.

There is a possibility, although very unlikely, that some information (such as citizenship, age and ancestry) could be combined in a way that would identify you. Access to your survey answers will only be given to researchers after approved applications and confidentiality agreements are in place. The ESS ERIC data archive carries out checks before all responses are made available to researchers and others, even when these are accessible only under special licence, to ensure that the likelihood of this occurring is minimal. Those researchers will not be given your name or month of birth or those details for other household members. Access to data on ancestry and text entered related to jobs and education will only be available to the ESS ERIC survey coordinators. This data will be stored indefinitely at the ESS ERIC data archive (currently NSD) in Bergen.

Your rights

As long as we can identify you, you have the right to object to the processing of your personal information/personal details (e.g. your name and address; 'your personal data'), to request we correct and erase/delete any information about you, and to ask us what information we hold about you. You also have the right to ask us to stop processing your personal data during the time taken to verify its accuracy (e.g. to wait until it is verified, before sending your 'thank you' gift voucher) . However, as soon as details such as your name and address are deleted, then it will no longer be possible to delete other information you have given. This is because once these details are removed, significant effort would be required to identify you through the remaining information we hold and it might not be possible at all. If you ask us to delete your survey answers before the end of the study, they will be deleted from the Qualtrics servers within 30 days. Thirty days after deletion, the backup version of your deleted data will also be removed from the Qualtrics servers. You have the right to lodge a complaint to your national supervisory authority or with the UK Information Commission's Office.

Who is responsible?

The European Social Survey European Research Infrastructure Consortium (ESS ERIC) undertakes the survey and is the Controller. Its headquarters are at City, University of London, UK.

What organisations are involved?

In [country], [Name of National Coordinator] at [Institution] and [the fieldwork agency] is responsible for the recruitment and carrying out the survey. See [link to national websites] for an overview of the key members of this team.

What gives us the right to collect your personal data?

Your personal data – for example, your name – will be collected for the purpose of implementing a research project on social attitudes in Austria. The lawful basis used in Living in [Country] are that it is undertaken as a task in the public interest and necessary for research and archiving purposes, in accordance with the General Data Protection Regulation and national laws.

Where can I find out more?

To find out more about the study, please contact [name] on [telephone number] or via [email address]. ESS publishes a privacy notice which can be accessed at on its website

https://www.europeansocialsurvey.org/about/web_privacy.html

Contacts:

FWO/National team: [enter phone number] [email]

Controller: ESS ERIC, ESS ERIC HQ, c/o City, University of London, ess@city.ac.uk

Data Protection Officer: Mathilde Steinsvåg Hansen, dpo.esseric@europeansocialsurvey.org

National Data Protection Authority: [enter contact details]

If you wish to make a complaint, please contact the UK Information Commission's Office:

By Post: Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF

Representative of the Controller: See the privacy notice - www.europeansocialsurvey.org/about/privacy.html

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