

Organizational Maturity Services LLP

OMINDEX® Workforce Survey Privacy Policy

Our contact details

Name: Organizational Maturity Services LLP

Address: Beaufort House 113 Parson Street Bristol BS3 5QH

E-mail: info@omservices.org

Web: www.omservices.org

The type of personal information we collect

As part of the OMINDEX® Workforce Survey we currently collect the following information from each respondent:

- Organisation name (either pre-filled or only as entered into the survey)
- Their role categorisation (only as entered into the survey)
- The URL that referred them to the survey (if made available)
- Their responses to each of the questions (as entered into the survey).

We **do not** collect any personal identifiable information including but not limited to:

- Name
- Contact details including email address, phone number or address
- Physical location or virtual location
- Any information related to the browser you are using (including language, cookies, local or session storage)
- Any information related to the device that you are using (including device, screen information)

How we get the personal information and why we have it

Most of the information we process is provided to us directly by you in order to carry out anonymous surveys.

We use the information that you have given us in order to provide data on employee attitudes with respect to their experience at work.

We may share this information with the Maturity Institute, a not for profit, professional development organisation.

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing this information are:

- (a) Your consent. You are able to remove your consent at any time. You can do this by contacting info@omservices.org
- (b) We need it to perform a public task.
- (c) We have a legitimate interest.

How we store your information

Data captured during the survey is processed and stored as follows:

- Survey form – hosted securely in Enterprise grade data centres in the United States (Hosting provider – GreenGeeks see <https://www.greengeeks.com/about/data-center.php> for more information)
- Your responses as you enter them – stored in your local browser
- Your response data once you submit them:
 - Stored in secure EU data centres for up to 30 days (Hosting provider – Tripetto Inc). Data is permanently deleted from this location once processed to Google Cloud – see below.
 - Processed to a secure database on Google Cloud (Hosting provider Google Inc - Google own and operate data centers around the world to keep products running 24 hours a day, 7 days a week. Data is shared amongst the data centres. Locations can be accessed here: <https://www.google.com/about/datacenters/locations/>)

Data stored in Google Cloud is kept indefinitely.

Your data protection rights

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of any personal information.

Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

Your right to object to processing - You have the the right to object to the processing of your personal information in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at info@omservices.org if you wish to make a request, please ensure to provide the time and date that your response was submitted to ensure we update/erase the correct record.

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at

Organizational Maturity Services LLP
Address: Beaufort House 113 Parson Street Bristol BS3 5QH

You can also complain to the ICO if you are unhappy with how we have used your data. The ICO's address:

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

Helpline number: 0303 123 1113
ICO website: <https://www.ico.org.uk>