

## The data controller

The data controller is the person or organisation that decides which personal data will be processed and for what purpose. For the Census Coverage Survey Rehearsal, ONS is the controller and makes those decisions.

You can get in contact with us by telephone, email or post:

Tel: +44 (0)1329 444972  
Email: [census.customerservices@ons.gov.uk](mailto:census.customerservices@ons.gov.uk)  
Address: Census Customer Services  
Office for National Statistics  
Titchfield  
Fareham  
Hampshire  
PO15 5RR

## How to contact the data protection officer

Our data protection officer is the person charged with providing us with advice and guidance on the ways we can best protect the information we collect and use. They're involved in all the major decisions we make in relation to personal data. If you have any queries or concerns regarding our use of your data, or wish to exercise any of your rights, please contact the data protection officer using the following details.

Tel: +44 (0) 845 601 3034  
Email: [DPO@statistics.gov.uk](mailto:DPO@statistics.gov.uk)  
Address: Data Protection Officer  
Office for National Statistics  
Segensworth Road  
Titchfield  
Fareham  
Hampshire  
PO15 5RR

## The Information Commissioner's Office

The Information Commissioner's Office (ICO) is the independent organisation tasked with regulating data protection in the UK. The ICO can give you extra information about data protection and your rights and will deal with any complaints you may have about our use of your information. You can contact the ICO using the following details.

Tel: 0303 123 1113  
Email: [casework@ico.org.uk](mailto:casework@ico.org.uk)  
Address: Information Commissioner's  
Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

# The Census Coverage Survey Rehearsal

## How your information is used, and your privacy is protected

At the Office for National Statistics (ONS), we're running a census rehearsal in autumn 2019, within four local authority areas across England and Wales.

A short period after the census rehearsal, ONS will run the Census Coverage Survey Rehearsal, within the same local authority areas. This is a smaller follow-up survey, aimed at ensuring a full representation of the population.

This is part of our preparations for Census 2021.

The information you provide when you fill in your questionnaire is protected by law.

Here we detail why we need your information. We also describe all the steps that we take to make sure your information and your privacy are safe.

# The information we collect, why we collect it and how we use it

We collect **information from your questionnaire** under our statutory objective to promote and safeguard the production of official statistics that serve the public good. This means that any personal data we collect will only ever be used to produce statistics or undertake statistical research. People will not be identified within those statistics or research.

Every 10 years, the census gathers vital information that helps the government and local authorities plan services like health services, roads and libraries.

As part of the preparations for the coverage survey of Census 2021, we're running a Census Coverage Survey rehearsal in four different areas of England and Wales this autumn. By running a rehearsal, we can test our processes, systems and services and make sure everything goes smoothly for the real thing. The personal data you provide on your questionnaire will also be used to undertake research and produce statistics that serve the public good, both by ONS and accredited researchers from other organisations.

We may occasionally record **information about a property or an individual**, in the interests of safeguarding the wellbeing of both those being interviewed and interviewers, as well as to assist people in the completion of their questionnaires. We'll hold the minimum amount of personal data needed to meet these purposes.

## Who can access the information?

At ONS, we treat the information we hold with respect, keeping it secure and confidential. Data may be made available to approved researchers where there is a clear public value and it's safe and lawful to do so. You can find more information on how we allow

access to data for research and a full list of all the approved researchers who we've granted access to on our website at [www.ons.gov.uk](http://www.ons.gov.uk).

## How long are personal data kept?

Data protection law requires that personal data are kept for no longer than is needed to fulfil the purposes for which they were originally collected.

The law allows that information held for statistical purposes only, such as **information from your questionnaire**, may be kept for longer periods. ONS will only continue to hold personal data where it's still used to produce statistics. For use by approved researchers, the data will be held within our Secure Research Service. Any personal data that we do not need, such as names and addresses, will be removed from the data at the earliest opportunity. The data will undergo regular reviews and will be deleted when they're no longer required.

Safeguarding data, such as **information about a property or an individual**, will be held for the duration of the Census Coverage Survey Rehearsal. Most of the information will be deleted at the end of the rehearsal. In some instances, data will be held for longer periods, where keeping them continues to serve safeguarding purposes.

## How the law protects your information

The General Data Protection Regulation and the Data Protection Act 2018 together determine how, when and why any organisation can process your personal data. Personal data is any information that can identify a living individual. These laws exist to make sure your data are managed safely and used responsibly. They also give you certain rights about your data and create a responsibility on ONS, as a user of personal data, to provide you with certain information.

ONS is a statutory body, meaning we were created by legislation, specifically the Statistics and Registration Service Act 2007. Our objective is to promote and safeguard the

production and publication of official statistics that serve the public good. All our collection and use of data comes from powers that can be found in that Act or other UK legislation.

## The legal basis for the data processing

Data protection legislation requires that all processing of personal data is undertaken under one or more conditions.

For the census rehearsal, we'll process **information from your questionnaire** and **information about a property or an individual** under the following condition:

"Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller."

Under data protection legislation, an additional condition is required for the processing of special personal data. Special personal data include information about your racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, sex life or sexual orientation. They also include genetic and biometric data.

For the Census Coverage Survey Rehearsal, we'll process special category data on ethnicity. **Information from your questionnaire** is processed under the following two conditions:

"Processing is necessary for archiving in the public interest, scientific or historical research purposes or statistical purposes based on UK law."

"Processing is necessary for reasons of substantial public interest"

ONS will process special category data on **information about a property or an individual** under the following condition:

"Processing is necessary for reasons of substantial public interest"

For special category data, ONS will ensure the principle of data minimisation and have measures in place to delete or deidentify

special category data where appropriate.

The Census Coverage Survey Rehearsal gives us invaluable information about the systems and processes required for the 2021 Census Coverage Survey. It'll help us complete one of our main functions in delivering Census 2021, which will subsequently provide numerous benefits for wider society.

There's a substantial public interest in the collection of safeguarding data to ensure the safety of both interviewers and respondents. ONS are required to ensure the safety of their staff and the public, in carrying out our functions.

## Your rights

As a data subject (someone whose personal data we hold), you have rights available to you under data protection law. If you wish to exercise any of these rights, please contact our data protection officer. However, please be aware that we may not be required to comply, if the data are being held for statistical purposes only. Compliance requirements are set out in the Data Protection Act 2018.

You have the right to request from any controller that holds your personal data access to the information they hold about you. You can ask them to amend any wrong or inaccurate information they hold about you. You have the right to object to your personal data being processed.

You have the right, in some circumstances, to ask for any controller to:

- erase any personal data they may hold about you
- stop processing your personal data
- pass any information they hold about you to another controller

You can get further information on the rights available to you and the circumstances under which you can exercise them from the Information Commissioner's Office at [www.ico.org.uk](http://www.ico.org.uk).