

## WORKANDHOME Survey Application – Privacy Policy

This privacy policy sets out how the WORKANDHOME Survey Application uses and protects any information that you give.

The WORKANDHOME project is committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified when using this application, then you can be assured that it will only be used in accordance with this privacy statement.

The WORKANDHOME Survey Application may change this policy from time to time by updating this page. You should check this page from time to time to ensure that you are happy with any changes. This policy is effective from 01-09-2018.

### **What we collect**

- Phone number;
- personal location information;
- responses to survey questions;

### **What we do with the information we gather**

We require this information to conduct research about new ways of working in the modern economy. Specifically, we are interested in studying how daily time-use and space-use patterns differ between those in traditional employment sectors and those who are self-employed/freelancers, and/or work from home. We will use the data to conduct scientific research about home working, self-employment, and human behavior. We are conducting two simultaneous surveys – one in Leeds and one in Brighton & Hove. The data you provide to the research team will be used for:

- The generation of scientific reports which may be used to inform public policy;
- Peer-reviewed scientific articles;
- Conference presentations, meetings, and workshops;
- Training of postgraduate researchers (i.e., MSc and PhD students);
- Blogs and other modern media.

Your data will not be released in a disclosive manner and will always be presented in aggregate form with other participants.

### **Security**

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect through the app.

WubbleYou have been commissioned to develop the WORKANDHOME survey application. They have been carefully selected to develop this research tool under the written instructions

of the University of Southampton. They ensure that staff processing your data are subject to a duty of confidence, and that they take appropriate measures to ensure the security of processing your responses and will comply with the.

### **Controlling your personal data**

You have agreed to participate in the WORKANDHOME Survey so we hope that you will not feel the need to restrict the provision of data. However, you may choose to restrict the collection or use of your personal information in the following ways:

- If you do not want to provide your location data, turn off the location tracking in the settings menu of the WORKANDHOME Survey Application.
- If you do not want to answer a survey question at a given moment, you can just ignore it.

We will not sell, distribute or lease your personal information to third parties. These data are only to be used by the research team, as described in the participant information package.

At the end of the survey, we will provide you, as a participant, with a summary of the data we have collected via the App about you. You can also see a brief summary within the App. You may request details of personal information which we hold about you under Data Protection Act, General Data Protection Regulation (GDPR; EU 2016/679). If you would like a copy of the data held on you please contact the research team at <http://workandhome.ac.uk/contact/>. You will need to provide us with your unique study ID.

If you believe that any information we are holding on you is incorrect or incomplete, please write to us as soon as possible, at the above address. We will promptly correct any information found to be incorrect.