

Dear staff member,

Your workplace uses an *employee pulse survey* to provide information to management and staff that can be used to improve workplace conditions, prevent health problems, increase security and improve motivation, performance and job satisfaction.

The survey is conducted in March and the workplace will receive the results in early April. It takes about 10 minutes to complete the survey. Data will be collected via an electronic questionnaire. We believe that this survey can increase the focus on human factors and good working conditions.

The information you provide when answering the questionnaire is protected to prevent unauthorised persons from accessing or reading it. Neither the management nor anyone else will receive information about your answers. We only need information about names, phone numbers and email addresses to keep track of who has yet to respond and remind them of the survey.

The processing of the survey fulfils the requirements of Act no. 90/2018 on Data Protection and the Processing of Personal Data and complies with the European Council's GDPR Regulation. Four processes have been developed for this purpose:

- ✓ **All personal data is deleted before the survey begins** unless a respondent asks specifically to be reminded if they forget to complete the survey. In such instances, personal data is automatically deleted once the survey has been completed. The survey does not collect data on the gender or status of respondents.
- ✓ **All messaging is encrypted (https:)** which reduces the risk of real-time monitoring of responses.
- ✓ **Open-ended answers are saved separately from other responses in the survey** so information in open-ended answers cannot be linked in any way to answers to multiple choice questions in the survey.
- ✓ **The use of cookies is limited**, see further information on www.visar.is under *Privacy Policy*.

Vísar rannsóknir, the administrator of the survey, is a member of ESOMAR, the global association for the data and insights industry, and operates according to the organisation's code of conduct. Further information on security measures can be found in the Privacy Policy at www.visar.is. For further information on technical and organisational security measures, e-mail personuvernd@visar.is.