

AARHUS UNIVERSITY
WPA 2022

ANONYMITY

1. QUESTIONS AND ANSWERS ABOUT ANONYMITY

In order to conduct a workplace assessment (WPA), it is essential that all employees can feel certain that their participation in the survey will be anonymous, and that individual responses cannot be traced in the reports used for follow-ups.

Here you can find answers to a number of questions regarding how we ensure the anonymity of the individual employee.

1.1 Will my data be safe with an external supplier?

Aarhus University has chosen to collaborate with an external supplier, Rambøll. Rambøll has entered into a data processing agreement with Aarhus University, allowing them to process data about employees in connection with the 2022 workplace assessment. Rambøll will process the data confidentially, ensuring full anonymity in relation to the employee's workplace.

1.2 Where does the data related to the individual employee come from?

Data related to employees is retrieved from AUHRA, where information about the individual person is stored. This data is sent to Rambøll through a secure connection. Rambøll needs information about employees in order to know who is going to participate in the survey, send reminders to respond, calculate the response rates for the survey etc.

We have also chosen to link background information such as age, gender and terms of employment to the responses.

1.3 Who at Rambøll has access to my data?

Rambøll works with limited access to personal data. This means that only people who need access to personal data will be given that access. Access to data is assigned by Rambøll's project manager.

Typically, the project manager, one or two consultants and one or two employees in support functions will have access to the data. These people can view all individuals and their responses. They need this access in order to draw up reports, conduct analyses and help employees who contact them with questions.

Employees will only be able to get information about their own response from support. The support team will typically ask for various types of personal information to ensure that they are talking to the right employee before they release information about this employee or their survey response.

1.4 Publication of response rates

Rambøll knows how many people in each unit have received the questionnaire in each unit and can track how many responses they receive in their system. This makes it possible to publish response rates for the individual units throughout the process. Aarhus University will not be given access to further information regarding response rates.

It will not be possible to find out who has responded and who has not. Response rates will not be shown for units with fewer than four respondents.

1.5 What will the reports contain?

Results from the questionnaire will only be represented as statistics on a unit's responses compared to higher organisational levels. In general, reports can only be generated for units with responses from ten or more employees.

Responses to questions regarding **offensive behaviour and discrimination** are only shown in reports with at least 40 responses.

Additionally, a delimited group, for example based on terms of employment, will only be shown in the report if there are at least ten people in that group. This means that if a unit, for example, only has two technical/administrative staff members, the responses of those two employees will not be shown in the overview of how the different professional groups have responded. Groups with fewer than ten responses will be combined as an 'additional group' until there are at least ten responses in this group. In this way, it will not be possible to extract the results of one group from the total and thus find out what a smaller group has responded.

1.6 How can I be anonymous in the psychological WPA, but not in the physical?

As describe above, Rambøll has access to all individual responses and knows who has responded. Aarhus University will never receive this information when it comes to questions in the psychological part of the WPA.

The reports with the comments from the physical WPA is not confidential. Reports will be made for units with just one response. The comments you write in the physical part of the WPA will be stated in the report with your name. We do this to ensure that we can follow up on specific issues related to the physical work environment. Your name will only be shown with any comments you might write for the physical WPA.

Rambøll will identify the writers of comments in the physical part of the WPA by name, but these comments will never be given to the university together with the data from the questions in the psychological WPA. This means that it is not possible for anyone outside the Rambøll project team to link the responses in the psychological WPA to a name.

The reports with the comments from the physical WPA will not be published but will be available for your manager and your occupational health and safety representatives.

1.7 What happens to the data and responses afterwards?

Your name and email will be deleted shortly after the data has been collected. After we have received all of the responses, this information will not be relevant for the subsequent analysis and will therefore be deleted from the material. It will then no longer be possible to link responses to individuals via their name. In order to follow up on the survey, it will be possible to request to have additional reports (special reports) generated under the same rules on processing confidential information as described above.

1.8 If you have any additional questions concerning how we handle anonymity

If you have any additional questions about anonymity, please contact the contact person for the 2022 WPA at Aarhus University. You can also contact Rambøll Management Consulting via email: surveysupport@ramboll.com or phone: 6915 8076.