

Dear Member of Staff,

The pre-school uses the survey system *Skólapulinn* in order to monitor and improve the internal functioning of our pre-school. A part of the system is to ask the staff members about the following: **daily work, work load, work challenges, supervisor's support, balance between work and private life, morale at work, child upbringing and continuous education.**

The purpose of this information letter is to inform you of the pre-school's planned data collection. The survey will take place in March and the pre-school's directors will receive the overall findings with comparison to other participating pre-schools across the country in the beginning of April. The findings will also be used by the employees of *Skólapulinn* for statistical analysis for education departments, government ministries and academics among others, in order to improve the understanding of the work which takes place in pre-schools at the national level.

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.
- ✓ **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](http://www.visar.is) under Privacy Policy.

*Visar 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](http://www.visar.is). For further information on technical and organisational security measures, e-mail [personuvernd@visar.is](mailto:personuvernd@visar.is).

If you do not want to take part, please contact the pre-school's principal. Further information on the self-evaluation system can be found here: [www.skolapulinn.is/um](http://www.skolapulinn.is/um). You can also contact Skólapulinn by phone at 583-0700 and by email: [skolapulinn@skolapulinn.is](mailto:skolapulinn@skolapulinn.is).