

Welcome!

Before you participate, please read through important information about the *Working Conditions Survey for Governmental Agencies* on the following pages. You will then be asked to log in through Altinn/ID-porten.

Next

Working Conditions Survey for Governmental Agencies

Norwegian title: Medarbeiderundersøkelsen i staten - MUST

Below is a description of the survey and what it means to participate

The goals of the survey are to:

1. Identify important psychosocial and organisational work environment factors in your workplace. The results will be used in improvement and development efforts in your organisation.
2. Generate knowledge about working environment factors that affect health, absenteeism, incapacity for work, well-being, motivation, and productivity among employees of governmental agencies. The *National Institute of Occupational Health* in Norway – STAMI will responsible for conducting this research.

Please note that you can participate in this survey (goal 1) without allowing for your information to be used in research (goal 2).

A detailed explanation of the goals

The *Working Conditions Survey for Governmental Agencies* (MUST) is conducted to provide your organisation with useful information that can be used in the organisation's improvement and development efforts (goal 1). The main topics of this survey are job demands, role expectations, autonomy at work, social interaction, leadership, self-management, organisational climate, and office solutions.

The survey provides a good foundation for discussions about how to improve or maintain the working conditions in your workplace which in turn can contribute positively to good health, well-being, and productivity. It will also be possible to follow developments in the work environment if your organisation conduct follow-up surveys in the future.

MUST also has a scientific goal (see goal 2 above), which adds value beyond its advances for the single organisation or the individual employee. STAMI will use generated data to facilitate knowledge about psychosocial and organisational work environment factors that (positively or negatively) affect health, absenteeism, turnover, well-being, motivation, and productivity. To achieve this goal we will therefore also ask a few questions about health (musculoskeletal and psychological health issues).

The data collected will also be used to monitor and describe changes and developments across time in the working environment of employees of governmental organisations. Read more [about the research here](#) (Norwegian only).

Who is responsible for the survey?

The National Institute of Occupational Health in Norway (STAMI) is responsible for conducting the survey and the further use of the research data. As a professionally independent research institute under the Ministry of Labour and Social Inclusion STAMI combines research, surveillance, advisory work, and education to the benefit of Norwegian working life. STAMI has signed a Data Processing Agreement with Walr AS to use the Walr system to collect survey data.

Your organisation is responsible for the personal data (email addresses) provided prior to the survey and also responsible for any use of the results-reports after the study. The Norwegian Agency for Public and Financial Management (DFØ) provides MUST as a free tool. DFØ is also responsible for making MUST available via its 'Employer Portal'.

Why are you being asked to participate?

You have been asked to participate because you work in an organisation affiliated with government tariffs and because your employer has decided to conduct MUST. STAMI received your email address from your employer in order to invite you to participate.

What does your participation involve?

As a participant, you are asked to answer questions about your job situation. It should take around 15- 20 minutes to complete the survey. You can use a computer (Mac or PC), tablet or smartphone. The questions concern topics such as workload and time constraints, role expectations, autonomy at work, social interaction, leadership, organisational climate, and office solutions. You will also be asked a few health-related questions including questions on musculoskeletal and psychological health issues. You can skip any question you do not wish to answer.

Participation – results reports:

Your responses will be accounted for in the results-reports for your organisation. Your input will help create a better picture of the work environment and work content at your job. Your responses will not be identifiable in the reports. The level of detail in the reports is also adapted to the level of sensitivity of the themes and the number of respondents in a team/working group. Sensitive topics like 'bullying' and 'unwanted sexual attention' will only be reported on the larger organisational level and will not be summarized for specific sub-units (departments, sections, teams etc.). In addition, data on health issues will only be reported aggregated - and only to detect patterns between work environment factors and health issues at the highest (organizational) level. For results-reports samples, see [the project page here](#). (Norwegian only)

Participation – research:

In order for STAMI to be able to use the collected data to generate knowledge about the working environment and health, absenteeism, turnover, well-being, motivation, and productivity (see goal 2 above), we will ask for your consent (via Altinn) to incorporate your data.

You will also be asked whether STAMI can link your responses to data on absenteeism due to illness and disability benefits from public records.

Participation is completely voluntary

Participation in MUST is voluntary. Your employer will not be informed if you do not participate. If you choose to participate, you can revoke your consent at any time without giving a reason. All information that can identify you will then be deleted. In addition, the information you have provided in the survey cannot be traced back to you as an individual. However, it will not be possible to delete anonymised survey data after it has been incorporated into results-reports or scientific publications.

Your privacy – how we store and use your data

We will only use information about you for the purposes we have described in this document. We treat your data confidentially and in accordance with the General Data Protection Regulation (GDPR)/Personal Data Act.

- Information from Altinn, i.e. your name and national identity number (required for unique identification), are transferred directly from Altinn to STAMI and are not linked to your survey-data in the cloud (Microsoft Azure, see below). Data is stored encrypted and with strict access restrictions in the 'Secure Zone' – STAMI's own electronic infrastructure for research data with security clearance. The data is stored for the entire duration of the survey (usually one to four weeks). Some storage time afterwards can also be expected in the event that the results reports require verification. The maximum storage time may not exceed eight weeks, at which point the data will be deleted automatically.
- Email addresses, names of organisations, departmental affiliation and survey-data are processed in encrypted form in WALR's own platform (Microsoft Azure servers in the EU/EEA) until the results-reports are completed. Email addresses are stored encrypted and separate from your answers. All data is then transferred to STAMI's 'Secure Zone' and permanently deleted from the WALR systems (Microsoft Azure). Data on employees who have not consented to participation in the research will be permanently deleted from STAMI's 'Secure Zone'.
- For research purposes, STAMI will primarily process the information you provide without the national identity number or other individually identifiable data. A code key will link you to your data. Only the project manager and up to two staff members of STAMI's IT department with computer expertise can access the list. National identity numbers are used to 1) align information from different surveys that you complete, 2) align information from surveys with information from other sources from which you have granted consent for us to collect information (such as public registers on absenteeism and disability benefits) and 3) identify gender and age for research purposes.
 - 🕒 The following measures have been implemented to prevent unauthorised access to your personal data:
 - De-identification of data files with storage of the code key in STAMI's 'Secure Zone', with strictly limited access by authorised staff using two-step authentication.

- Storage of data files separately from the code key in STAMI's 'Secure Zone', with strictly limited access by authorised staff using two-step authentication.

Information incorporated into STAMI's research on associations between working environment conditions and health will be published in scientific journals. The research results will be presented in a manner that renders it impossible to identify individuals or individual organisations.

Sharing and use of research data

Any future STAMI research project that wants to use the collected information must seek pre-approval from the Regional Committees for Medical Research Ethics South East Norway (REC) and be assessed by the Norwegian Centre for Research Data (NSD/Sikt) with regards to compliance with GDPR. We will inform you via Altinn and/or our [MUST research-site](#) about which ongoing projects that have access to MUST-data. We will also inform you about data shared (in de-identified form) with partners at research institutions in the EU/EEA. Data will only be analysed within STAMI's 'Secure Zone' or comparable secure environment.

Moreover, the data may be used for other reporting and statistics: Labour organisations and governmental agencies, including the Norwegian Agency for Public and Financial Management, will be able to access compiled and anonymised statistics. Anonymised data will also be compiled for benchmarking purposes.

What happens with your data after the end of the MUST-project?

The project-period ends 31 December 2040. If you do not revoke your consent, your personal data will be stored for documentation purposes for up to five years after the project has ended, i.e. 13 December 2045, before being anonymised.

If you would like to learn why it is important and necessary to monitor organisations and individuals over many years and, consequently, store information over long periods of time, read more about this on the [project website](#) (Norwegian only).

Your rights

As long as you can be identified in the data material, you have the following rights:

- The right of access to the type of personal data that has been registered about you and the right to receive a copy of the information (data portability)
- The right to have inaccurate personal data about you rectified
- The right to have personal data about you deleted
- To right to submit a complaint to the Norwegian Data Protection Authority (*Datatilsynet*) on the handling of your personal data

You can exercise your rights via Altinn/ID-Porten, with secure multifactor identification (Bank-ID or similar digital signature). You can also request a copy of your personal data (data portability).

What gives us the legal right to process personal data on you?

We process the information you provide based on your consent.

STAMI has commissioned the NSD/Sikt to assess whether the processing of personal data in this project complies with the GDPR/Personal Data Act.

Where can I find more information?

If you have any questions about the survey or would like to exercise your rights, please contact:

- The MUST-project at the National Institute of Occupational Health in Norway (STAMI), by email: must@stami.no or by phone at +47 23 19 51 00.
- Our data protection officer and team by email: personvern@stami.no

If you have any questions about NSD/Sikt's assessment of the project, please contact:

- Sikt – Norwegian Agency for Shared Services in Education and Research by email: postmottak@sikt.no or by phone: +47 73 98 40 40.

Bokmål

Nynorsk

English

Sámegiella

ALTINN



VELG ELEKTRONISK ID



MINID

Med kode fra SMS eller PIN-kodebrev



BANKID

Bruk BankID-app, kodebrikke eller BankID på mobil



BUYPASS ID

Bruk Buypass ID i smartkort eller mobil



COMMFIDES

Med smartkort



**GÅ VIDERE TIL FLERE
INNLOGGINGSMETODER**

[Slik skaffer du deg elektronisk ID](#)



Medarbejderundersøkelsen

MUST i staten

Welcome!

Please enter your last name.
This is required to generate a consent
request in Altinn.
(Please note: Enter your LAST name only)

Enter your last name

Submit

Consent part 1

Consent to use
your data

Consent statement Working Conditions Survey for Governmental Agencies - MUST

[If needed, please reread pages 2-7]

I have received and understood the information about participating in MUST and had the opportunity to ask questions. I have been informed that if I give my consent, the information I provide will be used by STAMI for research purposes and archived for up to five years (until 31 December 2045), after the end of the research-period. My data will be deleted immediately if I revoke my consent in Altinn before this date.

Click on 'Yes, I give my consent' to allow STAMI to use your information in research on working conditions and work-related health, as stated on pages 2-7. You can withdraw your consent at any time (see 'Consent and Authorisation' under your profile in Altinn).

Click on 'No, I do not give my consent' if you only want your information to be incorporated into results-reports received by **#Name of organisation#** after the survey has ended.

Consent is time-limited and expires 31.12.2045 00:00

Yes, I give my
consent

No, I do not give my
consent

[If you consent to part 1 we will ask for your consent to link your survey-responses to public registers on sick leave and disability (part 2)]

Thank you for consenting to the use of your information in STAMI's research on working conditions and work-related health issues.

We would also like to ask for your consent to link your survey-responses to information about you from public registers on sick leave and disability benefits. If you later revoke your first consent (previous page) your consent below will automatically be revoked simultaneously. We would like to underline that all research related to MUST is carried out in separate time-limited projects that are reported to the Norwegian Centre for Research Data (NSD/Sikt) and are subject to the approval of the Regional Committees for Medical Research Ethics South East Norway (REC) (in those cases in which such approval is required).

Please check the box below if you consent linkage of your survey-responses to:

☐

Information from public registers

I consent to my responses being linked with information from the Sick Leave Register (Norwegian Labour and Welfare Administration) and the Disability Benefit Register (FD-Trygd - Statistics Norway).

Save my choices

Start the survey