

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.

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Working Conditions Survey for Governmental Agencies

Norwegian title: Medarbeiderundersøkelsen i staten - MUST

The goals of the survey are to:

1. Identify important psychosocial and organizational work environment factors in your workplace. The results will be used in improvement and development efforts in your agency.
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 be responsible for conducting this research

Please note that you can participate in this survey (goal 1) without allowing 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 agency with information valuable to organisational improvement and development efforts. The main topics of this survey concerns employee job demands, autonomy, and evaluations of leadership. The length of the questionnaire and the range of topics, may vary depending on the number of additional questions your agency selects.

The survey results will offer a solid foundation for discussions on enhancing or maintaining working conditions in your workplace, which can significantly contribute to promoting good health, well-being, and overall productivity. A future follow-up survey will further enable your organization to track developments in the work environment.

The scientific goal of MUST - STAMI will utilize the generated data to enhance knowledge about psychosocial and organizational work environment factors that can impact health, absenteeism, turnover, well-being, motivation, and productivity. To accomplish this objective, we will include a few questions about health, addressing both musculoskeletal and mental well-being issues.

The collected data will also be used monitoring changes and developments over time in the working environment of employees in governmental agencies. Read more [about the research here](#) (Norwegian only).

Who is responsible for the survey?

STAMI - The National Institute of Occupational Health is responsible for the implementation of the survey and the utilization of research data. STAMI is the national research institute in the field of occupational health, under the jurisdiction of the Ministry of Labour and Social Inclusion. STAMI has a data processing agreement with WALR AS for the collection of questionnaire data.

Your organization is responsible for any personal information it may disclose in connection with this survey. Your organization is also responsible for its own use of the results from the survey.

DFØ - The Norwegian Agency for Public and Financial Management provides MUST as a free tool. DFØ is responsible for making MUST available via its 'Employer Portal'.

Why are you being asked to participate?

You are asked to participate because you are employed in an agency affiliated with government tariffs, and because your employer has chosen to use this survey.

What does your participation involve?

As a participant, you will respond to a survey about your work situation. This takes approximately 15 - 20 minutes. You can use a PC/Mac, tablet, or mobile device. You will be asked about topics such as job demands, autonomy in your work, social interaction, leadership, and office solutions. Additionally, you will be asked a few questions about your health. You can skip any questions you prefer not to answer.

Participation – Results Reports:

Your responses will be included in results reports for your workplace. By participating, your experiences will contribute to the overall picture of the work environment at your agency. Your individual responses will not be discernible from the reports. What is displayed in the reports is also adjusted based on the number of respondents in a unit. Sensitive topics such as *bullying*, *unwanted sexual attention*, and *health issues* are typically only shown for the entire agency as a whole and not in the results for departments, sections, or other subunits. If your agency consists of large units with many employees (for example, large regions), results for sensitive topics can be broken down to this level, as long as anonymity is maintained. Please feel free to view [examples of results reports here](#) (Norwegian only).

Participation – Research:

In order for STAMI to use data for research purposes, we request your consent. We use Altinn's solution for this. You will also be asked if we can link your responses to information about sick leave and disability from public records.

Why is Altinn/ID-porten used?

Altinn is an efficient and secure solution for managing consents, where you can both give and withdraw consent. Altinn ensures that you have access to your responses while preventing unauthorized access. If you participate your social security number will be retrieved from ID-porten (necessary for secure identification) and stored encrypted and strictly access-controlled in STAMI's electronic 'Secure Zone.' Your name will be retrieved from the National Population Register or submitted by you upon login. This information is stored separately from your responses - and will be deleted when the survey is completed unless you consent to research on your data.

Participation is completely voluntary

It is voluntary to participate in the survey and in the research. If you participate, you can withdraw your consent at any time without providing any reason. All information that identifies you will then be deleted. Furthermore, the information you have provided in the questionnaire cannot be linked to you as an individual. However, it is not possible to delete anonymized questionnaire data once they are included in result reports or in scientific publications.

- The following measures are taken to ensure that unauthorized individuals do not have access to personal information:
 - De-identification of data files. The code key is stored in STAMI's 'Secure Zone' with strictly limited access only to authorized personnel via multi-factor authentication.
 - Storage of the data file separately from the code key in its dedicated area in STAMI's 'Secure Zone' with strictly limited access and only for authorized personnel via multi-factor authentication.

Research based on the survey data will be published in scientific journals. Results will always be presented in a way so they cannot be linked to individuals or specific organizations.

Sharing and use of research data

Studies intending to use the data must be reported to Sikt for privacy assessment. Regional Committees for Medical and Health Research Ethics (REK) must also approve projects involving health research. Our website - [MUST Research](#) is regularly updated with information about the studies gaining access, and any eventual sharing of data (in de-identified form) with collaborators in research institutions within the EU/EEA. Data will only be analyzed within STAMI's 'Secure Zone' or an equivalent secure solution.

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

The project is scheduled to conclude on December 31, 2040. For documentation purposes, information will be retained until five years after the project's completion, specifically until December 31, 2045, before being anonymized. You may withdraw your consent at any time before the project concludes.

Please read more on [MUST Research](#) about why it is important to follow organizations and individuals over an extended period of time.

What does your employer get to know?

Your employer will not be informed about your specific responses regarding your work situation. In certain instances, however, the employer may be informed about which participants selected which units (you select department, section, group, etc., in the questionnaire) but only in cases where there is uncertainty about whether the results for a unit represent its actual members.

Your privacy – how we store and use your data

Information about you will only be used for the purposes specified in this document. We treat the information confidentially, and in accordance with GDPR/The Personal Data Act.

- **ID-porten and the National Population Register.** Your social security number and name are transferred directly to STAMI and is not stored together with your responses. Storage is done encrypted and strictly access-controlled in the 'Secure Zone' - STAMI's own secure, electronically cleared infrastructure for research data. The information is automatically deleted after **10 weeks** if you do not consent to research on your data.

- **Survey data.** Agency name, unit affiliation, and responses are processed encrypted in WALR AS's solution (Microsoft Azure servers in the EU/EEA). All information is then transferred to STAMI's 'Secure Zone.' After **10 weeks**, all data is permanently deleted from WALR's systems (Microsoft Azure).

- **Research.** All information you provide will primarily be processed without a social security number or other details that can identify you. Only the project leader at MUST and up to three employees in STAMI's IT department can directly link identifying information to survey data, and only when necessary. The social security number is used to 1) compile information from various questionnaires you answer, 2) compile information from questionnaires with details from other sources you consent to us collecting information from (such as registers for absenteeism and disability), and 3) identify gender and age for use in research.

Your rights

As long as you can be identified in the datasets, you have you have the right to:

- access information on which personal data is registered about you and to receive a copy of the information (data portability)
- have your personal data corrected
- have your personal data deleted
- lodge a complaint with the Data Protection Authority (Datatilsynet) regarding the processing of your personal data.

STAMI provides you with access to exercise your rights through Altinn and by contacting us at must@stami.no.

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

We process the information you provide based on your consent.

The Norwegian Agency for Shared Services in Education and Research (Sikt) has assessed the processing of personal data in the project to be in accordance with GDPR/The 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

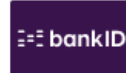
If you have any questions about Sikt's assessment of the project, please contact:


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


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