



# DATA SECURITY STATEMENT – FREEPORTS MONITORING & EVALUATION

The Freeports Monitoring & Evaluation (M&E) Programme is being undertaken by a consortium led by Ove Arup & Partners, a UK-led sustainable consultancy. The Consortium has been engaged by the Department for Levelling Up, Housing and Communities (DLUHC) to deliver this Programme. To undertake our M&E, we need to collect data from businesses within Freeport Site Areas (i.e., tax sites, customs sites or other Freeport development sites). We recognise that some businesses may have concerns about data security, and this statement sets out how we collect and protect any data used for monitoring purposes.

We are serious about data security. We understand the importance of protecting commercial data and keeping it confidential. When we do this, we avoid significant organisational risk and vulnerability. We recognise that there are two key concerns about data: protecting personal or sensitive information; and maintaining commerciality and confidentiality.

## **Protecting personal or sensitive information**

We do not collect information that is considered personal or sensitive under General Data Protection Regulation (GDPR). Furthermore, we do not request data at the individual level and where possible, we group data to ensure anonymity.

Our approach to data collection maximises privacy and security. An example of this is the way we collect socio-demographic data. We will only request detailed information (e.g., a specific number) when a response exceeds ten people. Where it is less than 10, we will request a ranged response (e.g., 1 – 10). This preserves anonymity and ensures personal data remains unidentifiable.

We will only keep and use the information you provide for the reasons we agree upon and identify within our data collection statement. Should our needs change, we will not alter the way we use your data without your consent. The data we collect is anonymised, unless agreed otherwise, e.g., if you mark that you are willing to be contacted.

## **Maintaining commerciality and confidentiality**

We take strong measures to keep your data safe and private, and the data we collect is held in a secure system. Our data collection forms are saved on a private Microsoft SharePoint drive, a highly secure environment where files are encrypted in transit and at rest and with restricted access to authorised users from the M&E Consortium. We update this system in response to regulatory changes, updates, and best-practice guidance. This means that the system is well-equipped to manage information securely.

We follow the United Kingdom Government Code of Practice for Statistics Edition 2.1, which sets out the methods through which data collection and storage should occur. By complying with this code, we maintain the confidentiality of the data we receive, we take the necessary steps to ensure that the risk of commercial disclosure is minimal, and show that the findings we produce are useful, trustworthy, and high-quality.

Data shared with us is also shared with the DLUHC. Our contract with DLUHC has strict confidentiality clauses which require us to treat information confidentially and store it securely. In addition to this, each

of our project team members have agreed to confidentiality requirements for the project, which apply to all data collected through the monitoring process. We train all personnel to manage data with transparency, security, and caution.

The monitoring data that we gather and process is shared with different stakeholders. This can include Government departments and Parliament. This data informs outputs like government evaluation reports. We have no current expectation that we will need to use individually identifiable (i.e., organisation-specific) data as an output of this report. Any data provided for Government reports is aggregated at a Freeport level.

We take our responsibility as stewards of the data we collect seriously. If you have any questions about how we collect, store, or use data, do not hesitate to get in touch by e-mailing [FreeportsMandE@arup.com](mailto:FreeportsMandE@arup.com).

# TERMS & CONDITIONS

- This document has been developed by the Freeports Evaluation Team, a consortium led by Ove Arup & Partners Ltd with our partners, Technopolis Group Ltd, Institute for Fiscal Studies, Cambridge Econometrics Ltd, Port Centric Logistic Partners Ltd, and Grant Thornton UK LLP (collectively 'we'). The content of this document is for your general information and use only.
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