

Microsoft Viva Insights

Why do we process this personal data?

Viva Insights is part of the Microsoft 365 software in use within NES. Viva Insights processes your personal data to provide you with an employee experience platform, and to allow managers and leaders within the organisation to see how their team uses their time.

The information managers will receive is aggregated, and therefore anonymous, about their team only. No information will be provided to managers if their team consists of less than 10 individuals.

Information provided to leaders of the organisation will also be aggregated, and therefore anonymous.

Information provided to managers and leaders will show them percentage of time spent by the team/organisation undertaking particular tasks such as working after hours, with their line managers, or percentage of team who spend a lot of their time in meetings. This will allow managers and leaders within the organisation help their teams work more efficiently, and ensure employees are appropriately supported.

Health data you store within Viva Insights is held purely for your own interest and monitoring and is NOT shared with any other individuals.

What personal data does Viva Insights use?

Viva insights uses personal data obtained from your Microsoft account including your name, email address, line manager, job role title, as well as the details of other individuals you work with, to provide you with the personal experience platform.

Viva Insights also processes your special category health data when it allows you to track your general feelings on a day to day basis, assessing whether you feel “Very good”, “Good”, “Neutral”, “Bad” and “Very Bad”.

Legal Basis

The legal basis NES uses for processing your personal data within Viva Insights can be found under UK GDPR Article 6(1)(f) – necessary for the legitimate interests of both NES (in receiving aggregated team data) and the individual in being able to manage their working time appropriately. Please Note: no data will be shared if you are within a team which is smaller than 10 people, but your data will be added to the team above you to ensure that the numbers of individuals are over 10 to provide effective anonymity.

The legal basis for processing your special category data about how you feel on a day-to-day basis is Article 9(2)(b) necessary for the purpose of carrying out NES’ obligations under employment law. This can be found in the Health and Safety at Work etc. Act 1974 s2(1) “It shall be the duty of every employer to ensure, so far as is reasonably practicable, the health, safety, and welfare at work of all employees”. This information remains private to you and is not shared with any other individuals.

Data transfers outside the UK

All data is stored within the UK and/or the EU for Microsoft software in use within NES. This is acceptable under the current legislative framework.

Automated Decision making

Individuals will not be subject to automated decision making within Viva Insights. Data provided to managers and leader is aggregated, anonymous data about the teams managed within NES, and is not available on a person level basis.

Retention

Data will be processed within Viva Insights for a rolling 27 months whilst the user account is active. Once individuals leave the organisation, their data will be deleted along with the rest of their NES network data one month after their leaving.

More information:

Information about your rights, how to make a complaint, and how to contact the NES Data Protection Officer can be found in the [NES Staff Privacy Notice](#).