

D/UTV

För brev till individer och hushåll

Standardtexter översatta till engelska

I detta dokument finns standardöversättningar till engelska av texter som är fasta eller som ska situationsanpassas. Kopiera aktuell text och klistra in i brevet. För att det ska vara lätt att hitta rätt översatt text är dokumentet ordnat utifrån samma numrerade rubriker som anvisningarna. Använd det nummer/den rubrik som ligger närmast ovanför den aktuella texten i anvisningarna för att hitta rätt översättning nedan. När översättningarna avser rubriker är de i fet stil.

Säkerställ att översättningen sker i enlighet med SCB:s riktlinjer och rutin för översättning. Läs mer [här](#).

Precis som i mallarna och i anvisningarna används olika färgkoder:

- Svart innebär att texten är fast.
- **Rött innebär att texten ska anpassas.**
- **Blått används för instruktioner till läsare av det här dokumentet.**

2.3.1.3 Speciellt för förebrev

Within **a few days/a week**, we will send you a **questionnaire** via the **postal service**.

You can read more about taking part in this survey on Statistics Sweden's website www.scb.se/lamnauppgifter. The link includes frequently asked questions.

Om det endast finns information på svenska på webbplatsen lägg till informationen **(in Swedish only)**.

2.3.4.1 När undersökningen har en egen uppgiftslämnarsida

You will find more information about the survey on the back of this letter. You can also read about it here:
www.scb.se/undersokningsnamn.

Om undersökningen har en sida på engelska använd länken till den sidan. Om det endast finns information på svenska på webbplatsen lägg till informationen **(in Swedish only)**.

You will find more information about the survey on the back of this letter. Further below in this message, you can find more information about the survey.



2.3.4.2 När undersökningen inte har en egen uppgiftslämnarsida

You will find more information about the survey on the back of this letter.

2.3.4.3 När det finns information på annat/andra språk på den egna uppgiftslämnarsidan

For information in English, please visit www.scb.se/name of survey.

2.4 Dina svar är viktiga (missiv och introduktionsbrev)

Your answers are important

2.4.1 Frivillighet och motiveringar

Taking part in [name of survey](#) is voluntary, but we hope that you want to participate, since your answers are very important.

Eller:

Answering the questions is voluntary, [but we hope that you wish to participate, since your answers are very important.](#)

2.4.3 Speciellt för introduktionsbrev till intervju

We thank you very much for [taking part](#) in the survey!

2.5 Så här gör **du** (gäller missiv)

Here's what to do

2.5.1 När pappersblankett är den enda svarsmöjligheten

Please return the paper form using the prepaid reply envelope.

2.5.2.1 När undersökningen har en egen uppgiftslämnarsida

Den här texten gäller när undersökningen har både internet och pappersblankett som svarsmöjlighet och det finns en egen uppgiftslämnarsida.

You can answer the questions here: www.scb.se/name of survey. Log on with **your** username and password. **You** will also find more information about the survey on this website. **You** can log on as many times as you like and save the information each time.

If you choose to use the paper form, please return it in the prepaid reply envelope.

2.5.2.2 När undersökningen saknar en egen uppgiftslämnarsida

Den här texten gäller när undersökningen har både internet och pappersblankett som svarsmöjlighet och det **inte** finns en egen uppgiftslämnarsida.

You can answer the questions here: www.insamling.scb.se. Log on with **your** username and password. **You** can log on as many times as you like and save the information each time.

If **you** choose to use the paper form, please return it in the prepaid reply envelope.

2.5.3.1 När undersökningen *har* en egen uppgiftslämnarsida

Den här texten används när undersökningen endast har internet som svarsmöjlighet och det finns en egen uppgiftslämnarsida.

You can answer the questions here: www.scb.se/name of survey. Log on with **your** username and password. You will also find more information about the survey on this website. You can log on as many times as you like and save the information each time.

2.5.3.2 När undersökningen *saknar* egen uppgiftslämnarsida

Den här texten används när undersökningen endast har internet som svarsmöjlighet och det **inte** finns en egen uppgiftslämnarsida

You can answer the questions here: www.insamling.scb.se. Log on with **your** username and password. **You** can log on as many times as **you** like and save the information each time.

2.5.4 Be om svar

Please answer the questions as soon as possible.

2.5.5 När det går att avböja medverkan

If you do not want to answer the questions, we kindly ask you to contact us. Then you will not receive any reminders about the questionnaire.

2.5.6 Tack för din medverkan!

We thank **you** very much for taking part in the survey!

2.6 Underskrift

Sincerely,

2.7 Undrar **du över något? Kontakta oss gärna! (vänstermarginalen)**

Do **you have questions? Please feel free to contact us!**

Questions about submitting information

Questions about the contents of the survey

Postal address

Statistics Sweden describes Sweden

Statistics Sweden provides society with statistics for decision-making, debate and research, on behalf of the Government, government agencies, researchers and industry. These statistics contribute to fact-based public discourse and informed decisions.

3.1 Vem använder svaren och hur?

Who uses the answers and how?

Exempeltexter för punkt 1.

- Once Statistics Sweden has collected the answers, we compile them to statistics in the form of tables and figures. The statistics are used mainly by **[complete as appropriate]**.
- Once Statistics Sweden has collected the answers, we compile them to statistics in the form of tables and figures that are delivered to **the client**.

Exempeltexter för punkt 2.

- Statistics Sweden processes and anonymises the data and delivers it to the client for further processing and analysis.
- Statistics Sweden and the client may release information to researchers or others who produce statistics. These types of research and statistical activities are also subject to statistical confidentiality (see below).

3.2 Hur skyddas **mina svar?**

How are **your answers protected?**

3.2.1 Det enskilda svaret kommer inte framgå

When the information **is presented**, no single individual can be identified.

3.2.2.1 När inga uppgifter lämnas vidare

Information about an individual's personal and economic conditions is held confidential at Statistics Sweden and all those who work on the survey are bound by professional secrecy. Confidentiality applies

under Chapter 24, Section 8 of the Public Access to Information and Secrecy Act (2009:400).

3.2.2.2 När uppgifter lämnas vidare och samma sekretesskydd gäller hos uppdragsgivaren

Information about an individual's personal and economic conditions is held confidential at Statistics Sweden and all those who work on the survey are bound by professional secrecy. Confidentiality applies under Chapter 24, Section 8 of the Public Access to Information and Secrecy Act (2009:400). The same requirements for confidentiality apply to **the client**.

3.2.2.3 I uppdrag där uppgifter lämnas vidare med sekretessförbehåll

Information about an individual's personal and economic conditions is held confidential at Statistics Sweden and all those who work on the survey are bound by professional secrecy. Confidentiality applies under Chapter 24, Section 8 of the Public Access to Information and Secrecy Act (2009:400). The **client's researchers** also have a duty of confidentiality.

3.4 Hur behandlas personuppgifterna?

How is personal data processed?

3.4.1.1 När enbart SCB är personuppgiftsansvarig

Statistics Sweden is the controller of personal data that is processed by Statistics Sweden.

3.4.1.2 När både uppdragsgivaren och SCB är personuppgiftsansvariga

Statistics Sweden is the controller of personal data that is processed by Statistics Sweden. **The client** is the controller of personal data that is processed by **the client**.

3.4.2. Information om personuppgiftsbehandling

3.4.2.1 När endast SCB är personuppgiftsansvarig

Your personal data will be processed in accordance with the EU General Data Protection Regulation, the Official Statistics Act (2001:99), the Official Statistics Ordinance (2001:100) as well as other prevailing legislation.

Statistics Sweden's legal basis for processing your personal data is that the processing is necessary for performing a task of public interest (producing statistics). Additional information on how Statistics Sweden processes your personal data is available at www.scb.se/personuppgifter.

You have the right to obtain a copy in the form of a register extract, of the personal data processed about you by Statistics Sweden. Go to www.scb.se/registerutdrag. You also have the right to have your personal data deleted in certain circumstances.

If you are dissatisfied with how your personal data is processed, you have the right to lodge a complaint with the Swedish Authority for Privacy Protection.

3.4.2.2 När både SCB och uppdragsgivaren är personuppgiftsansvariga

Om uppdragsgivaren är en annan statistikansvarig myndighet bör följande text användas:

Your personal data will be processed in accordance with the EU General Data Protection Regulation, the Official Statistics Act (2001:99), the Official Statistics Ordinance (2001:100) as well as other prevailing legislation.

Statistics Sweden's and **the client's** legal basis for processing your personal data is that the processing is necessary for performing a task of public interest (producing statistics).

Further information about Statistics Sweden's and **the client's** processing of personal data is available at www.scb.se/personuppgifter [**the client has an opportunity to enter a reference**].

You have the right to obtain a copy in the form of a register extract, of the personal data processed about you by Statistics Sweden. Go to www.scb.se/registerutdrag. You also have the right to have your personal data deleted in certain circumstances.

You have the same rights in relation to **the client**.

If you are dissatisfied with how your personal data is processed, you have the right to lodge a complaint with the Swedish Authority for Privacy Protection.

Om uppdragsgivaren inte är en annan statistikansvarig myndighet (utan t.ex. ett universitet) bör följande text användas:

Your personal data will be processed in accordance with the EU General Data Protection Regulation, the Official Statistics Act (2001:99), the Official Statistics Ordinance (2001:100) as well as other prevailing legislation.

Statistics Sweden's legal basis for processing your personal data is that the processing is necessary for performing a task of public interest (producing statistics). Further information on how Statistics Sweden processes your personal data is available at www.scb.se/personuppgifter.

You have the right to obtain a copy in the form of a register extract, of the personal data processed about you by Statistics Sweden. Go to www.scb.se/registerutdrag. You also have the right to have your personal data deleted in certain circumstances.

The client's legal basis for processing your personal data is [\[here, the client should indicate the legal basis on which they base their processing of personal data\]](#). Further information on how the client processes personal data is available at [\[here, the client has the opportunity to enter a reference\]](#).

You have the right to [\[Here the client should indicate which rights apply in relation to the client under the EU Data Protection Regulation.\]](#)

If you are dissatisfied with how your personal data is processed, you have the right to lodge a complaint with the Swedish Authority for Privacy Protection.

3.4.3 Speciellt för Introduktionsbrev

The interviews are recorded and, in some cases, a colleague listens in on the interview, but only subject to your approval. We use listening in as a way to help improve our questionnaires and interview methods.

All interview recordings are deleted within four weeks. Recordings are protected under the Public Access to Information and Secrecy Act and the EU General Data Protection Regulation (see also Section 3.2 How are my answers protected?)

3.4.4 När det finns en identifierande beteckning

[The bar code and the number on the back of the questionnaire is for Statistics Sweden's use during data collection to see who has answered.](#)

3.5 Har **du** frågor om personuppgifter?

Do you have any questions on personal data?

Matters relating to processing of personal data

Statistics Sweden's Data Protection Officer

3.6 Var publiceras resultaten?

Where will the results be published?

4.1.3 Utsändningsdatum för påminnelsebrevet

Skriv brevets utsändningsdatum enligt mönstret "[10 June 2013](#)".

4.2.2.1 Vid första påminnelsen

All responses are equally important.

4.2.2.2 Vid andra påminnelsen eller senare

Skriv: “We have not received your reply” eller “We need your help”.

4.3 Text under rubriker om påminnelse

Some time ago we sent you a letter about...

4.4.1 Vid första påminnelsen

In order for the results to be accurate it is important that as many as possible take part in the survey. Participation is voluntary, but we hope that **you** take the time to answer the questions as soon as possible.

4.4.2 Vid andra påminnelsen

We have yet to receive a response from **you**. Perhaps **you** have been away or for some other reason have not answered yet. Participation is voluntary, but in order for the results to be more accurate we ask that **you** take part in the survey.

4.4.4 Text om att redan ha svarat

Have **you** already replied? Thank you! Then you can disregard this letter.

4.4.5 När det finns en uppgiftslämnarsida

You can find more information about the survey here:
www.scb.se/name of survey.

Om undersökningen har en sida på engelska använd länken till den sidan.
Om det endast finns information på svenska på webbplatsen lägg till informationen (in Swedish only).

4.5 Så här gör **du**

Here's what to do

4.5.3 När en pappersblankett har skickats ut tillsammans med missivet

If **you** prefer to use the paper form you received earlier, please use the prepaid reply envelope **you** received with the paper form.

4.5.4 När en pappersblankett inte har skickats ut tillsammans med missivet

If **you** prefer to use the paper form, please return it in the prepaid reply envelope.

4.5.6 Tack för medverkan

Thank you for **your** participation!

4.6 Underskrift

Sincerely,

4.7 Undrar **du över något? Kontakta oss gärna! (vänstermarginalen)**

Do you have any questions? Please feel free to contact us!