

Scottish Islands Survey (2023) - Privacy Notice

The information below sets out how the data we collect about you in order to conduct the Scottish Islands Survey 2023 will be used and your rights relating to this. A full data protection impact assessment (DPIA) has also been carried out and is available at <https://ruralfutures.hutton.ac.uk/scottish-islands-survey-2023>.

Who are we?

Rural & Environmental Science and Analytical Services (RESAS) is a division of the Scottish Government. Address is: Q spur, Saughton House Broomhouse Drive Edinburgh EH11 3XD. Telephone number: 0300 244 4000.

We ("RESAS", "Scottish Government", "SG", "us", "we", "our") have been tasked with conducting a survey of Scotland's inhabited islands to better understand people's current situations and perceptions of key aspects of island life in order to guide the National Island Plan's objective to improve outcomes for communities across Scotland's islands.

The James Hutton Institute (JHI), an independent and experienced research institute, has been contracted to deliver the survey on our behalf. Scottish Government controls how data is used for this project. We are committed to protecting your personal data and adhere to the principles of the UK General Data Protection Regulation ("GDPR") when processing your personal data. In delivering the survey on our behalf, JHI will be acting under our instruction and will process data in strict compliance with our data protection regulations.

What information do we collect about you?

To deliver the survey we may collect and process the following data about you:

- Contact details including name and address which we use to send you the survey.
- Demographic information about you, including age and gender.
- Some demographic information considered to be more sensitive under the data protection laws and requiring a greater level of protection. This includes ethnicity, religion, sexual orientation, trans status, mental health and long-term health conditions. This data is necessary for statistical purposes in the public interest.
- Any other personal information you give as part of your answers to the survey questions.
- Contact details including email address and telephone number so that we can send you the project findings and/or to conduct follow-up research, only if you choose to supply them.

What is our lawful basis for collecting and using your personal information?

The legal basis for processing personal data to this end is the performance of a task carried out in the public interest, under Article 6(1)(e) of the Data Protection Act 2018 (DPA 2018).

The condition for processing Special Category personal data under Article 9 is (2) (g) public interest and the research meets the specific condition set out in paragraph 8, Part 2 of Schedule 1 of the DPA 2018, '8. Equality of opportunity or treatment'.

The Scottish Islands Survey 2023 contributes to the monitoring and evaluation the National Islands Plan and provides evidence for conducting Island Community Impact Assessments (ICIA's). These are statutory requirements under the Islands (Scotland) Act 2018.

Participation in the survey is voluntary and you are free to withdraw at any time, before you return the questionnaire, without providing any reason and without your legal rights being affected.

How will we use your information?

The survey data will be collected and analysed by researchers at the James Hutton Institute and will be used in a report of the research findings. Your personal information will be anonymised. This means any information that can directly identify you, such as your name, email address or telephone number, will not be included in any published reports nor in the final survey results data.

If you choose to provide your email address to receive a copy of the survey findings it will be used by JHI for this purpose only and subsequently deleted.

If you choose to provide your email address and/or telephone number for follow-up research this information will only be held by SG, stored securely, and used only for research purposes.

Who will we share your information with?

Scottish Government will not share any personal information from which you can be identified. A fully anonymised survey results dataset will be held by RESAS and in the UK Data Archive. Access to contact information you share for follow-up research will only be granted by RESAS to SG departments who can demonstrate they are conducting research in the public interest. The James Hutton Institute obtained your name, postal address, age bracket and gender from Experian Marketing Services in order to select our survey sample. To learn more about how Experian help organisations with their marketing and advertising, including how to opt out, visit www.experian.co.uk/cip. This data is only used to create the sample and to send the survey to you. It is held by JHI, used only once and then deleted. It is not shared with Scottish Government.

JHI may need to share personal information they hold about you with third party service providers, such as printers, translation services and data entry teams. Any such data sharing will be limited to what is necessary to conduct the research and data protection safeguards are in place to ensure the confidentiality and security of your information. JHI have adopted appropriate technical and organisational measures to keep your personal data safe from unauthorised disclosure, alteration or destruction.

Will we send your information outside the UK?

No, we do not transfer your information outside the UK.

How long will we store your information?

Your name and address provided by Experian will be held by the James Hutton Institute for no longer than 30 days.

Whilst the project is live, JHI will process and store information contained in your survey responses. A final report of the findings will be published in May 2024. JHI will delete all project data no later than 6 months after project completion.

At project completion the Scottish Government will be transferred the anonymised survey results data set. A permanent copy will be held securely by RESAS and in the UK Data Archive. SG will also receive a contact file for follow-up research. This will be held for no longer than five years.

What are my rights in relation to the information held about me?

You have the right to request a copy of the personal data that the Scottish Government holds about you. If you would like a copy of some or all of your personal data, you can find more information on how you can do this by visiting <https://www.gov.scot/publications/subject-access-request-form/>

We want to make sure that your personal data is accurate and up to date. You may ask us to correct or remove personal data you think is inaccurate.

Do I have a right to complain about the way information has been used?

If you have any questions about the research or a complaint about how we have handled your personal information, please contact our Data Protection Officer by email at dataprotectionofficer@gov.scot.

You also have the right to lodge a complaint about data protection matters with the Information Commissioner's Office. Visit their website for more information at <https://ico.org.uk/>

Please note that by completing this survey you acknowledge that you have read, understood and agree to the information provided in this privacy notice.