

PRIVACY & DATA PROTECTION POLICY – INFRASTRUCTURE SURVEY

This Privacy Notice explains how Scottish Future Trust Limited (Company Number SC348382) ("**SFT**", "**we**", "**our**" or "**us**") with registered address at Thistle House, 4th Floor, 91 Haymarket Terrace, Edinburgh EH12 5HE, stores, manages, and protects your personal data in compliance with UK data protection legislation.

Please read the following notice which explains how we collect, use and handle the personal data that we receive from you when you complete this survey. We act as a controller of your personal data, which means we are responsible for deciding how we process your personal data.

THE PERSONAL DATA WE COLLECT ABOUT YOU

Personal data means any information about an individual from which that person can be identified. It does not include data where the identity has been removed (anonymous data). We may collect, use, store, and transfer different kinds of personal data about you which we have grouped together as follows:

- **Identity Data** includes first name, last name, job title, and employer
- **Contact Data** includes personal address, email address and telephone numbers
- We do **not** collect any special categories of personal data nor any information about criminal convictions or offences. **Special categories of personal data** means personal data about your racial or ethnic origin; religious or philosophical beliefs; health; sex life or sexual orientation; genetic data; or biometric data for the purpose of uniquely identifying you. However it is possible you could provide us with 'special category data' in your responses to open text field questions
- Our survey does not collect or compile personal data for dissemination or sale to outside parties for consumer marketing purposes or host mailings on behalf of third parties

COLLECTION OF DATA

Your personal data will come from you by populating the details requested in this survey.

HOW WE USE YOUR PERSONAL INFORMATION

This Privacy Notice explains how we collect and use personal information about you. In general terms, we may collect and use personal information to:

- Verify your identity, and
 - Contact you to discuss your survey responses
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LAWFUL BASIS FOR PROCESSING

We rely on the following legal basis in relation to the collection and use of your personal data:

- **Consent:** We rely on consent where we have obtained your active agreement to use your personal data for a specified purpose, for example by participating in this survey
- **Public task:** We rely on this lawful basis where the processing of personal data is necessary for the proper performance of our public function

HOW WE SHARE YOUR PERSONAL DATA

All personal data obtained via this survey is kept within SFT.

DATA RETENTION

We will only retain your personal data for as long as reasonably necessary to fulfil the purposes we collected it for. We may retain your personal data for a longer period in the event of a complaint or if we reasonably believe there is a prospect of litigation in respect to our relationship with you.

To determine the appropriate retention period for personal data, we consider the amount, nature and sensitivity of the personal data, the potential risk of harm from unauthorised use or disclosure of your personal data, the purposes for which we process your personal data and whether we can achieve those purposes through other means, and other applicable legal and regulatory requirements.

YOUR RIGHTS

You have a number of rights under UK data protection laws in relation to your personal data. Subject to applicable limitations, you have the right to:

- Receive certain information about our processing
- Request access to the personal data that we hold about you (often known as a data subject access request)
- Request transfer, correction, deletion, of your personal data
- Object to or request restriction of processing
- Object to decisions based solely on automated processing, including profiling;
- Be notified of a personal data breach
- Complain to the Information Commissioner's Office, or
- Withdraw your consent to processing (if we process your personal data on the basis of your consent)

If you wish to exercise any of the rights set out above, please contact us as set forth in the *Contact Information and Further Advice* section below.

WHAT WE NEED FROM YOU

We you choose to exercise your rights, we may need to request specific information from you to help us confirm your identity and ensure your right to access your personal data (or to exercise any of your other rights). This is a security measure to ensure that personal data is not disclosed to any person who has no right to receive it. We may also contact you to ask you for further information in relation to your request to speed up our response.

CONTACT INFORMATION AND FURTHER ADVICE

Should you have any questions regarding the use of your data or this policy, please contact us by the following methods:

- In writing: Data Protection Officer, Scottish Futures Trust Limited, Thistle House, 4th Floor, 91 Haymarket Terrace, Edinburgh, EH12 5HE.
- By email: mailbox@scottishfuturestrust.org.uk

COMPLAINTS

We seek to resolve all complaints about how we handle personal information directly. Our complaints procedure can be accessed [here](#). You can also lodge a complaint with the Information Commissioner's Office, using the contact details provided below:

- Online: <https://ico.org.uk/global/contact-us/contact-us-public/>
- By phone: 0303 123 1113
- By post: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, SK9 5AF

UPDATES TO THIS NOTICE

We may make changes to this Privacy Notice. This Privacy Notice was last updated on 8 August 2024.
