



## Privacy Notice

The Scottish Government and its representatives respect your right to privacy and will comply with applicable data protection laws. This involves being responsible for personal data used in connection with the Scottish Social Services Awards 2023.

This Privacy Notice illustrates how your personal data will be used by the Scottish Government and its representatives in relation to the Scottish Social Services Awards 2023. It sets out what information we will collect, why we need this information, how we use it and what we do to protect the information supplied to us.

### Why do we need your data?

The Scottish Government would like to retain data which is required for the smooth operations of the Scottish Social Services Awards. All data shared when entering the Scottish Social Services Awards will be used by the Scottish Government and its representatives for administration ONLY. Nomination details will be kept private and selected details only will be shared with our carefully selected panel of judges in order to make their selection. Nomination details will also be shared with our videographer to arrange a visit to your workplace to record a short nomination video. Scottish Government may use your contact information to invite you and/or colleagues to the awards ceremony or other events. All nominees will be given the choice to provide us with their data. Failure to do so will result in award nomination being revoked.

Photos and videos from the videographer may, with the individual's permission, be used for PR reasons before and after the event on a government owned social media account to share news of the event and congratulate the winners.

Post-event, we would like permission to contact all winners and nominees to a Parliamentary Reception held later in the year. This will be in attendance of Scottish Ministers and again we would wish to be able to share images of this on our SSSA social media platforms.

### Legal basis for processing your personal information.

We are able to gather, use and share (process) your data as it is “necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller”. For the purposes of the General Data Protection Regulation, the Scottish Government is the Data Controller of your personal information.

Article 6(1)(e) gives you a lawful basis for processing where “processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller”.

Under the General Data Protection Regulation (GDPR), we process your information on the basis that it forms part of our public task. More information can be found at [ICO's guidance on General Data Protection Regulation/lawful basis for processing/public task](#)).

## What data is collected?

The data we collect and the reason we collect the following personal information is set out below.

<b>Personal or sensitive data</b>	<b>Why we collect this information</b>
Applicant name, contact email address and phone number	We collect this data to contact applicants to inform them if they are successful in receiving an award, and potentially invite them to the awards ceremony and a second event. Your information may also be passed to videographers (company TBC, procurement underway) to visit your workplace and take short nomination videos.
Nominee's name and contact email address	We collect this data to contact nominees to inform them if they are successful in receiving an award, and potentially invite them to the awards ceremony and a second event. Your information may also be passed to videographers to visit your workplace and take short nomination videos. Content will be stored on a secure platform to be agreed with videographer once hired. Videographer will upload final content onto our secure MS Teams channel.
Short video of nominees	We collect this data to produce a presentation for the day of the awards to showcase the reason why each nominee has been nominated.

## How long will we keep your information?

Regarding the retention of application data, Scottish Government will only retain this data until the awards have been concluded and event evaluation forms have been issued, or by 31 December 2023, whichever is earliest.

## How we keep your information secure

Information held by the Scottish Government and its representatives is managed effectively by secure systems on secure servers. Nomination videos will be stored on a secure shared teams channel which only colleagues on this project will have access. Appropriate technical and organisational measures shall be taken against unauthorised or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data.

## Your rights

Your rights in relation to your personal information are:

- you have a right to request access to the personal information that we hold about you by making a "subject access request";
- if you believe that any of the personal information that we hold about you is inaccurate or incomplete, you have a right to request that we correct or complete such personal information.
- you have a right to object to or request that we restrict the processing of the personal information that we hold about you for specific purposes; and
- where we undertake any automated decision-making and profiling, you have certain rights in relation to such processing of your personal information. If you have any queries about how your information shall be used, you can contact the Scottish Government's information assurance and data protection team using the details as follows:

## Contact

Speakeasy Productions  
Unit 3A  
Royal Elizabeth Yard  
Edinburgh  
EH29 9EN  
Email: [sssa@speak.co.uk](mailto:sssa@speak.co.uk)

## Complaints

You can lodge a complaint with the Institute for Research and Innovation in Social Services (Iriss). Iriss are the official event hosts of the Scottish Social Services Awards. You can contact the Iriss at the following:

Iriss,  
Room 130, Spaces  
1 West Regent Street  
Glasgow  
G2 1RW  
Email: [enquiries@iriss.org.uk](mailto:enquiries@iriss.org.uk)

If you feel we have been unable, or unwilling, to resolve your information rights concern, you have the right to lodge a complaint with the Information Commissioner's Office (ICO). The ICO are the supervisory authority responsible for data protection in the UK.

For further information, including independent data protection advice and information in relation to your rights, you can contact the Information Commissioner at:

The Information Commissioner  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF  
Tel: 08456 30 60 60  
Website: [www.ico.org.uk](http://www.ico.org.uk)

You can also report any concerns here: <https://ico.org.uk/concerns/handling/>