



## **DATA LITERACY CONFERENCE SURVEY – PRIVACY NOTICE**

**Last updated: May 2023**

Scottish Fire and Rescue Service (SFRS) is committed to protecting your personal information. This privacy notice explains how we use your information and how we protect your privacy. The processing of personal data is covered by the General Data Protection Regulation 2016 and Data Protection Act 2018.

We are a Data Controller for personal data. Our details have been registered with the Information Commissioner's Office (ICO) and our register number is Z3555625. The ICO's register can be viewed online at <http://ico.org.uk>.

### **Why we are collecting your information?**

Following us hosting the Data Literacy Conference, we would like to provide you with an opportunity to share your views on the event.

### **What information is being collected?**

The information we are processing falls into the following categories:

#### **Categories of personal data:**

- IP address (system generated);
- Unique response identifier (system generated).

## Legal basis for the processing

The system collates IP address information. This is intended to assist us in identifying suspicious responses, such as in the case of automated submissions, duplicate submissions or where inappropriate content has been submitted.

Each participant who submits a response in Citizen Space is given a unique ID for that response. This ID is **response specific**, not user specific, meaning that every response is given an ID not each respondent. This is designed to track and find formal submissions.

This is covered under the Data Protection Laws below:

Condition for processing personal data Article 6(a)

- (a) Individual has given clear consent to process the information by completing the survey.

## How we collect information about you?

We collect the information directly from you when you complete the survey via Citizen Space.

To enable analysis, results will be exported to an excel spreadsheet. This will be saved on a secure network. Personal data, such as IP address and unique reference number, will not be saved as this is not required for analytical purposes.

## How the information will be used?

The data provided will be contained in the Citizen Space system with restricted access. Your response will assist us to gain insight into what worked well in planning and operating the event and identify what improvements could be made for planning any future event.

In addition, it will enable us to collate evidence regarding the impact or any change in the behaviour or beliefs in relation to data literacy and data driven decision making, while assisting us in achieving our strategic objectives.

**No personal information will be shared or published at any point.**

### **Who we share your information with?**

Any reports submitted to management or published on our communication platforms will be entirely anonymous. This includes redacting any identifying personal information within free text responses.

### **How long we hold your information for?**

Any personal information provided will be destroyed within three months following exporting the analysis from the system.

### **Automated decision making**

The information we have collected will not be used to make any automated decisions about you.

### **Requesting access to your personal data and your rights**

Under data protection legislation, you have a number of rights with regard to your personal data. You have the right to:

- be informed of how we will process it;
- request a copy of what we hold about you;
- have it deleted (where we do not have a legal requirement to retain it);
- have it rectified, restricted;
- object to us using it;
- data portability (in certain circumstances).

Where we are processing data based on your consent, you have the right to withdraw that consent at any time.

To act on any of the above rights or if you have any concerns about how we are using your personal information, please contact the Data Protection Officer (contact details below).

However, if you are unhappy with the way we have processed your information or how we have responded to your request to exercise any of your rights in relation to your data, you can raise your concerns directly with the Information Commissioner's Office, Tel. No. 0303 123 1113 or in writing to:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

For more information about your rights:

<https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>

To complain to the Information Commissioner's Office:

<https://ico.org.uk/make-a-complaint/>

### **Contact details of the Data Protection Officer:**

We are a Data Controller for personal data. Our details have been registered with the Information Commissioners Office (ICO) and our register number is Z3555625. The ICO's register can be viewed online at <https://ico.org.uk>

If you would like to discuss anything in this privacy notice, please contact:  
Carol Wade, Information Governance Manager, (Data Protection Officer), Scottish  
Fire and Rescue Service Headquarters, Westburn Drive, Cambuslang, G72 7NA  
Email: [Carol.Wade@firescotland.gov.uk](mailto:Carol.Wade@firescotland.gov.uk)

Review date: **May 2024**