
Privacy Notice: Data Collection for National Schools Programme Strategic Advisory Group Selection

Scottish Funding Council is providing you with this information to comply with data protection law and to ensure that you are fully informed, and we are transparent in how we collect and use your (personal) data.

Who is collecting the information?

Scottish Funding Council is the Data Controller. We have an appointed Data Protection Officer (DPO) who can be contacted by emailing: info@sfc.ac.uk.

Why are we collecting it and what are we doing with it (Purpose)?

The purpose of collecting your personal data is to facilitate selection to the National Schools Programme Strategic Advisory Group.

We will also use your information to correspond with you in regards to this selection process.

What personal data do we collect?

- Name
- Preferred pronouns
- email address
- organisation
- job title
- for student members, institution and subject of study

How are we collecting this information? What is the source?

We collect this information directly from you via Microsoft Forms.

The lawful basis for the processing

We rely on **Legitimate Interests** (Article 6(1)(f) of the UK GDPR) to process your personal data. The Scottish Funding Council has a legitimate interest in creating the National Schools Programme Strategic Advisory Group and communicating with its members.

Balancing Test:

Here's how we've assessed this:

- **Type of data:** The data we collect is basic and non-sensitive (like your name, job title, and contact details).

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- **Purpose:** We need the data to select and communicate with members of the advisory group.
 - **Impact on you:** We've considered your privacy rights, and this processing is low-risk. You can always access or request the deletion of your data.
 - **Your expectations:** We believe you'd expect your data to be used for this purpose, given the nature of the advisory group.

Based on this, we've determined that our legitimate interest in forming and running the advisory group outweighs any potential impact on your privacy. If at any point you want to withdraw your consent or are no longer comfortable with how your information is being used, you can email us at: mmacgowan@scf.ac.uk.

If you decide to object to the processing of your personal information based on our legitimate interests, we will remove your data, unless we have a legal reason to keep it. If that is the case, we will inform you in writing. Please note, objecting to the process does not affect the lawfulness of any data processing that occurred before your objection.

Who we share the information with:

Your information will be shared internally only for the purposes set out above.

Where your personal information will be stored

Your personal information will be stored securely within the UK and will not be transferred outside that territory unless required by a court order.

Information collected through MS Forms is stored on secure servers in the UK or EU and does not leave Europe at any point.

How long do we hold the personal data?

We will only retain your personal data for as long as it is necessary to fulfil the purpose it was collected for or until you withdraw your consent.

Individuals' rights in relation to this processing

Under data protection law, individuals have rights in relation to the processing of their personal data.

These rights are as follows:

- Right to be informed.
- Right of access – this means individuals have the right to access and have copies of all personal data held.
- Right to rectification – this means individuals have the right to correct/update inaccurate or incomplete information about them.

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- Right to erasure, also known as ‘the right to be forgotten’ – this means individuals can request that all their personal data held by an organisation is destroyed.
 - Right of restriction – this means individuals can restrict how their personal data is processed. This only applies in certain circumstances.
 - Right to data portability – this means individuals can request their personal data in a machine-readable format to transfer to another organisation.
 - Right to object – this means an individual can object to how their personal data is processed.
 - Automated individual decision-making including profiling – this means individuals have the right not to be subjected to a decision made solely by automated means.

Some of these rights may only apply in certain circumstances and are not absolute. Requests will be assessed on a case-by-case basis.

To exercise these rights, please contact SFC via info@sfc.ac.uk

Complaints to UK Information Commissioner’s Office (ICO)

If you have concerns about how your personal data is being used, please contact our Data Protection Officer at info@sfc.ac.uk. If you’re not satisfied with the response, you can complain to the UK Information Commissioner’s Office (ICO) at:

ICO Contact Details:

Email: casework@ico.org.uk

Phone: 0303 123 1133

Address:

Information Commissioner’s Office

Wycliffe House

Water Lane

Wilmslow

SK9 5AF

For more guidance, visit: [ICO - Raising Concerns](#)