

## **PRIVACY NOTICE – RESEARCH PROJECTS**

The Scottish Police Authority (SPA) respects your privacy and is committed to protecting your personal data. This privacy notice explains how the Scottish Police Authority (SPA) will collect, use or otherwise process the personal data we collect as part of the Deprivation and Confidence Action Research Project.

### **1. IMPORTANT INFORMATION AND WHO WE ARE**

#### **PURPOSE OF THIS PRIVACY NOTICE**

This Privacy Notice aims to give you information on how we collect and process your personal data as part of the Deprivation and Confidence Action Research Project.

It is important that you read this Privacy Notice and any other privacy notice or fair processing information that we may provide on specific occasions, when we are collecting or processing personal data relating to you.

This Privacy Notice is intended to be read together with other SPA notices and is not intended to replace them.

#### **DATA CONTROLLER**

The SPA (referred to as: "SPA", "we", "us" or "our" in this Privacy Notice) is a data controller and is responsible for your personal data. We have appointed a Data Protection Officer (DPO) who is responsible for overseeing questions in relation to this Privacy Notice. If you have any questions about this Privacy Notice, please contact the SPA's DPO using the details set out below.

#### **CONTACT DETAILS**

Data Protection Officer  
Scottish Police Authority  
[SPADataProtectionOfficer@spa.police.uk](mailto:SPADataProtectionOfficer@spa.police.uk)  
1 Pacific Quay  
Glasgow G51 1D

### **2. THE DATA WE COLLECT ABOUT YOU**

"Personal data" is information relating to you as a living, identifiable, individual. The SPA will process your personal data in accordance with the Data Protection Act 2018 and the UK GDPR.

#### **Classes of Data**

As part of surveys undertaken by the Authority we may record;

Email address  
Postcode

### **3. HOW IS YOUR PERSONAL DATA COLLECTED?**

Your personal data will be collected via a survey (available in paper format, online and via phone).

### **4. HOW WE USE YOUR PERSONAL DATA**

The personal data provided through the survey will inform initiatives and activity in your area with the aim to enhance confidence in policing. Your email address, if provided, will also be used to keep you updated on the project and any future activities relating to the project.

### **5. PURPOSES FOR WHICH WE WILL USE YOUR PERSONAL DATA**

We will only use your personal data when the law allows us to do so. The primary legal basis for processing your personal data is '[Public Task](#)'

### **6. CHANGE OF PURPOSE**

We will only use your personal data for the purposes for which we have collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose. If we need to use your personal data for an unrelated purpose, we will notify you and we will explain the legal basis which allows us to do so or to gain your consent for the processing.

### **7. DISCLOSURES OF YOUR PERSONAL DATA**

We will not share your personal data with any third parties.

### **8. INTERNATIONAL TRANSFERS**

Your personal data may be transferred outside of the United Kingdom.

### **9. DATA SECURITY**

We have put in place appropriate security measures to prevent your personal data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal data to those employees and other third parties who have the appropriate authorisation and a lawful basis to process your personal data. They will only process your personal data on our instructions and for the purpose the data has to be processed and they are subject to a duty of confidentiality. We have put in place procedures to deal with any suspected personal data breach and will notify you and any applicable regulator of a breach where we are legally required to do so.

### **10. DATA RETENTION**

#### **HOW LONG WILL YOU USE MY PERSONAL DATA FOR?**

We will retain personal data gained through the Research Project for three years from collection or until the project has fully come to a close (whichever is sooner).

## **11. YOUR LEGAL RIGHTS**

You have rights as an individual under Data Protection Law in relation to your personal data:

- Request access to your personal data (a data subject access request), which enables you to receive a copy of the personal information we hold about you and the check that we are lawfully processing it (although in some cases we can refuse this request where we can claim exemptions as a data controller).
- Request correction of the personal data that we hold about you, to have any incomplete or inaccurate information corrected.
- Request erasure of your personal data, so that we delete or remove personal data where the processing would infringe the data protection principles or the controller has a legal obligation to erase the data (note: we can refuse to erase the data where we have a legitimate reason for continuing to process the data)
- Request the restriction of processing of your personal data, through the suspension of our processing, where you want us to establish its accuracy.

If you wish to exercise any of the rights set out above, please contact our DPO in the first instance at [SPADDataProtectionOfficer@spa.police.uk](mailto:SPADDataProtectionOfficer@spa.police.uk)

## **WHAT WE MAY NEED FROM YOU**

We may need to request additional information from you to help us confirm your identity and help ensure the exercise of your 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.

## **TIME LIMIT TO RESPOND**

We are required to respond to all legitimate requests within one month. Occasionally it may take us longer than a month if your request is particularly complex or you have made a number of requests. In this case, we will notify you and keep you updated. For more information and guidance about any of these rights, please go to the website of the Information Commissioner's Office at <https://ico.org.uk/>.

## **12. COMPLAINTS**

If you are unhappy with the way in which any employee of the Scottish Police Authority has managed your personal data you may make a formal complaint to [complaints@spa.pnn.police.uk](mailto:complaints@spa.pnn.police.uk) You also have the right to make a complaint about how we have dealt with your personal data at any time to the Information

## OFFICIAL

Commissioner's Office (ICO), the UK supervisory authority for data protection issues (<https://ico.org.uk/>).

### **13. CHANGES TO THIS PRIVACY NOTICE**

We keep our Privacy Notice under regular review and reserve the right to update and amend it. This notice was last updated on 27<sup>th</sup> June 2023.

### **14. FURTHER INFORMATION**

For further information about any aspect of this notice please contact the Data Protection Officer, Scottish Police Authority, 1 Pacific Quay, Glasgow G51 1DZ or by email: [SPADDataProtectionOfficer@spa.police.uk](mailto:SPADDataProtectionOfficer@spa.police.uk)