

Gypsy/Traveller Accommodation Fund Evaluation

Privacy Notice

(Residents)

This Privacy Notice explains why Diffley Partnership is asking for personal information from you, how this information will be used and how it will be protected. It also sets out your rights.

More information on Diffley Partnership's privacy policy can be found here:
<https://diffleypartnership.co.uk/privacy-policy/>

Why is information being collected?

The Scottish Government have asked us to carry out an evaluation of the up to £20 million Gypsy/Traveller Accommodation Fund so they can learn from it.

The site that you live on has successfully applied for funding, which is why we're keen to understand more about the changes have taken place recently (that were funded in part by the Gypsy/Traveller Accommodation Fund) and how you feel about them.

We are carrying out interviews with residents to see if the changes made have worked well for you and if they meet your needs. We're also interested in hearing about your experiences during the project and how well you've been kept informed and how much you have been involved throughout the works

We will also be talking to other people involved, including Local Authorities and other groups to see what they think about how it has gone.

What information is being collected and what will it be used for?

The information we collect may include:

- Your name
- Your email address (if you prefer to be interviewed online, i.e. by Zoom or MS Teams)
- Your phone number (if you prefer to be interviewed by phone)
- A voice recording of your interview (or video recording, if you prefer to be interviewed online) – this is to help us write about the research findings.

If you are not happy to be recorded, you're still welcome to take part.



You are also being asked for personal details – i.e., your name, email address and/or phone number – so that Diffley Partnership can contact you if you prefer to be interviewed at another time, or online or by phone.

Personal data can be collected and used in this way under data protection laws in the UK. Diffley Partnership must follow the law when collecting and storing information about you. The law that applies here is called Articles 6(1)(e) and 9(2)(g) of the General Data Protection Regulation (GDPR) and the Data Protection Act (2018). The legal basis for using your data in this project is called 'public interest'.

Who will have access to my personal information?

Diffley Partnership will always keep your information private and safe.

Only the Diffley Partnership team will have access to this information, for the purposes of carrying out this research. It will not be shared with anyone else including Scottish Government or your local authority.

If you take part in a group interview or ask someone to come along to support you, the other people in the interview will know what you say, but we will never name you when writing about, or talking about, this research. We may name your site when writing about the research, to compare what people in different sites have said.

How will my information be kept secure – and how long will it be kept for?

Voice and/or video recordings of interviews done online (using MS Teams or Zoom calls) will be downloaded from Diffley Partnership's MS Teams or Zoom account to our own server.

Voice recordings of in person or phone interviews (where used) are recorded on a secure digital recording device, which will be downloaded immediately onto our server and deleted from the digital recording device.

Once this is done, we will type up the recording into a Word document which will not identify you as the participant. This recording will then be deleted from our server. The video recordings will be deleted after the Word document is checked, which will be no longer than 2 weeks after the video was recorded.

Research findings are kept separate from personal data like your name so that you can't be identified.

Diffley Partnership will only keep your information for as long as it is needed. All files (digital and printed) that have your personal information will be destroyed by the

Diffley Partnership three months after the study has ended. This is done by all members of staff involved in this work.

What are my rights?

As set out in data protection legislation, you have the following rights:

1. Right of Access - You can ask to see a copy of the information we have about you.
2. Right to Rectification - If you think the information we have about you is wrong, or has parts missing, you can ask us to correct it.
3. Right to Erasure - If you think we have information about you that is no longer needed you can ask us to delete it in certain circumstances.
4. Right to Restrict Processing - You can ask that we stop some of the ways that we use your information, even if you don't want it to be deleted.
5. Right to be informed – This privacy notice is our way of informing you how your data will be used
6. Right in Relation to Automated Decision Making and Profiling – We do not use any automated decision making or profiling software
7. Right to Object - You can ask us not to use your information for legitimate interests. (Legitimate interests are when we have a clear reason or goal for doing something.)
8. Right to Data Portability – You can ask us to transfer your information electronically to another organisation.

You have a right of access to any personal data held about you, by making a [Subject Access Request \(SAR\) to the Scottish Government](#):

- You can request a copy of any personal data we hold about you by making a subject access request (SAR) under the General Data Protection Regulation, by:
 - completing the form on <https://www.gov.scot/publications/subject-access-request-form/> and returning it by email or post
 - sending an email to dpa@gov.scot
- You should also provide proof of identity - acceptable forms of ID include:
 - copy or scan of the photograph page of your passport or
 - copy or scan of your photocard driving licence or
 - copy or scan of at least two utility bills/bank statements from the last six months detailing your name and current address



In addition, if you think that the data we hold about you is wrong or incomplete you can ask us to update our records.

If you are not happy with the way in which your personal data is processed, you can ask that we stop using of your personal data or ask us to delete the personal data we hold about you.

How can I contact Diffley Partnership?

If you have questions about the research project or the data being collected, you can contact Scott Edgar, Senior Research Manager at Diffley Partnership:

Email: scott@diffleypartnership.co.uk

What if I have concerns?

If you have concerns about how your personal data has been used, you can contact the Scottish Government's Data Protection Officer:

Data Protection Officer
Victoria Quay
Edinburgh
EH6 6QQ
Email: DataProtectionOfficer@gov.scot

If you want to complain about the way we are looking after your personal information, and you think this has not been resolved by Scottish Government, you have the right to make a complaint with the Information Commissioner's Office (ICO) which is the authority responsible for data protection in the UK at:

The Information Commissioner
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
Tel: 08456 30 60 60
Website: www.ico.org.uk
You can also report any concerns here: <https://ico.org.uk/make-a-complaint/>