

Privacy Notice – Survey

This privacy notice explains how any personal information Diffley Partnership hold on you will be used and how it will be protected. It also sets out your rights.

What does this privacy notice relate to?

The Scottish Government have commissioned and contracted Diffley Partnership – an independent research organisation – to carry out the 2024 Social Enterprise Census.

The Social Enterprise Census is the government’s regular and comprehensive account of social enterprise activity in Scotland, which reports bi-annually on the scale, reach, and contribution of social enterprise activity across the country as well as profiling the organisations that make up the social enterprise sector.

The primary objectives of the Scottish Social Enterprise Census research are as follows:

- To assess the size and scope of the social enterprise sector in Scotland.
- To identify the key characteristics, legal structures, and activities of social enterprises in the region.
- To evaluate the economic and social contributions of social enterprises.
- To explore the challenges and opportunities faced by social enterprises.
- To track changes and trends in the social enterprise sector over time.

What information do you hold about me?

Your contact details are held as part of a dataset of social enterprises established in 2015, on which the Social Enterprise Census is built. This dataset was developed by cross-matching, verifying, and filtering data from various regulators. This dataset has been used as the sampling frame to carry out the Census biennially, since 2015.

We have used this data to contact you via email, and to share with you the survey link to take part.

Should I decide to take part, what data will you collect from me?

The survey will collect your views on a range of topics relating to the social enterprise that you represent, including organisational structure, legal status, funding sources, products and services, social and environmental missions, workforce composition, and the measurement of social impact. We will also confirm during the survey if you would like to take part in a follow-up interview; should you wish to take part, we will collect your contact details so that we can contact you regarding this at a later date.

If you are interested in taking part in the follow-up interview, we will keep your survey data and contact information on file.

The survey will be administered online. Should you wish to take part via telephone, the telephone survey will be audio recorded by the Diffley Partnership facilitator using a Dictaphone device.

What other information will you ask me for?

Diffley Partnership will not ask for any other information.

How your personal information will be held:

Personal data can be collected and used in this way under the terms of data protection legislation in the UK, those of Articles 6(1)(e) and 9(2)(g) of the General Data Protection Regulation (GDPR) and the Data Protection Act (2018).

Who will have access to my personal information and will my participation be confidential?

Only Diffley Partnership will have access to your data. We will not share your personal data with the Scottish Government. No reporting of findings will include any information which could be used to identify you.

How will my data be used, and in what form will it be shared further?

Your contact details will be used by Diffley Partnership only to contact you directly and will not be shared with any other party.

Your comments during the research will be anonymised before any inclusion in our reporting to the Scottish Government.

How will your information be kept secure?

Your information will be stored securely by Diffley Partnership.

Full details of our Privacy Policy can be found on our website
<https://www.diffleypartnership.co.uk/privacy-policy/>

How long will it be kept for?

If you decide you do not want to continue your participation in this research, your personal information will be deleted immediately.

Diffley Partnership will delete your personal data six months after the publication of the final report.

What are your rights?

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

1. The right to be informed of the collection, use, sharing and retention of your personal data.
2. The right of access to your personal information.
3. The right to have inaccurate personal information rectified or completed if it is incomplete.
4. The right to have your personal information erased in certain circumstances.
5. The right to restrict processing or the use of your personal information in certain circumstances.
6. The right to data portability i.e. to obtain and re-use your personal data for your own purposes.
7. The right to object to the processing or use of your personal information in certain circumstances.
8. Rights in relation to automated decision making and profiling.

How to contact us

If you want to know what information Diffley Partnership holds about you or to exercise any of the rights set out above, you can contact Diffley Partnership at:

Email: info@diffleypartnership.co.uk

What if I have concerns?

If you have concerns about how your personal data has been used, you can make a formal complaint to the Scottish Government by contacting their Central Enquiry Unit, who will pass on your enquiry to the appropriate area. Their contact details are as follows:

Telephone

Opening hours: Monday to Friday – 8:30am to 5pm.

From the UK: 0300 244 4000 (0300 numbers are geographically neutral)

International callers: +44 131 244 4000

Text relay service: 18001+ 0300 244 4000 (service for the hard of hearing)

If you are a British Sign Language (BSL) user, you can contact us via our national BSL video relay service Contact Scotland-BSL.

Email

ceu@gov.scot

Post

Scottish Government
St. Andrew's House
Regent Road
Edinburgh
EH1 3DG

You can also contact the Scottish Government's Data Protection Officer directly at DataProtectionOfficer@gov.scot or via the above postal address (marking the envelope 'Data Protection Officer').

If you have concerns about the Scottish Government's compliance with data protection laws, you can contact their Data Protection Officer in the first instance at DataProtectionOfficer@gov.scot. They will look into the concerns you have raised and provide the response.

If you are not satisfied with the DPO's response 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

You can also report any concerns here: <https://ico.org.uk/make-a-complaint/>