

Independent Review of Inspection, Scrutiny and Regulation (IRISR)

Stakeholder Engagement Privacy Policy

Easy Read Version



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31 October 2022

The Purpose of the processing



The Independent Review of Inspection, Scrutiny and Regulation (IRISR) is a part of the Directorate for Social Care and National Care Service Development.



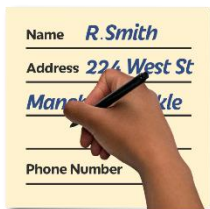
The Review will suggest ways to make social care support services the best that they can be. These are called recommendations.



Dame Sue Bruce will be the Chair.



Your views are important to the success of The Review. They will help make sure social care support services can get better now and in the future.



We will have to keep some of your personal information so that we can stay in contact with you to let you know about any stakeholder engagement sessions.



If you answer the 'Call for Evidence' we will keep your personal information in case we want to speak to you about your views.

What information will we collect about you



'Personal Data' means any information about someone which could identify them.

There are two types of information we might ask for:



'**Identity Data**' is information about you like your first and last name.



'**Contact Data**' is information about how to get in touch with you. This could be your phone number or your email address.



Sometimes we take out personal information about people in our final reports. We call this '**anonymous data**'. This means people cannot be identified from their responses.

Stakeholder Engagement Workshops and Interviews



We will collect information about you if you want to go to workshops or be a panel member.



If you do not want to share this information then you will not be able to take part in any of the workshops or panels.



We will also collect this information from organisations to help us arrange small focus group interviews.

Call for Evidence



We will also collect your information if you respond to the '**Call for Evidence**'.

The '**Call for Evidence**' is an invitation from the Scottish Government for people to share their views and opinions



We will ask you to make sure you have read through and understood this privacy notice.



Please make sure you do not tell us any information which might identify another person.

Legal basis of Processing- Collecting and holding data



Your information will be collected and held under The General Data Protection Regulations or GDPR and the Data Protection Act 2018.



The Scottish Government will keep your information safe in line with their Data Protection policies. Your information will only be used for the piece of work it was collected for.



Any personal information you provide will be deleted within 3 months of the end of the review in June 2023.

Recording of Stakeholder Engagement Workshops



We will take notes of your feedback from all of the workshops and meetings. We will make sure that no one can be identified by their comments.



No organisations will be identified unless we have asked for your permission.



Some meetings might take place online using Microsoft Teams. These meetings will not be recorded. Any information typed in the chat box will be deleted.

Call for Evidence- What we do with your responses



We will use your email address to let you know that we have received your response. We might also use it to get in touch with you again about your response if we have any questions or feedback for you.



We might publish some of the responses but only if we have asked for your permission to do so. We would only include personal information if you have given your permission. This would never include your contact information.



We might use a survey tool to help us collect and sort the responses we get. This information will be looked at by an external company.

Data Sharing



Any information you give us will be used by the Chair and other members of The Review to help make recommendations.



Your information will also be shared with a third-party company who will be supporting The Review. This company will have to sign a contract with the Scottish Government to say they will follow GDPR rules under the Data Protection Act 2018.



Your feedback might be changed slightly so it can be published as part of the report and recommendations. This will not change what you were telling us.



Unless you tell us that your feedback or responses are to be private then they may be included in the Summary Report. This report will become part of the Public Record. This means people will be able to see and read it.

Your Rights



Scottish Government is the data controller responsible for the data collected from you. You have a right to see any [personal data](#) we hold about you, by making a [Subject Access Request \(SAR\)](#).



If you think the information we hold about you is wrong then you can ask us to update our records.



If you are unhappy with the way we hold or use your personal data you can ask us to delete the personal data we hold about you.

To ask for access to or changes to your personal data please contact:



The IRISR Secretariat

St Andrews House

Regent Road

Edinburgh

EH1 3DG

Email: IRISR@gov.scot

There may be times when we cannot do what you ask for. This is because some of these rights can only be used in certain situations and/or where there is no major reason to continue to process your personal data.



You can find out more about [your rights on the Information Commissioner's site.](#)

Recording of Stakeholder Engagement Workshops

If you have any complaints about how we've handled your personal data, please contact:



Data Protection Officer

Victoria Quay
Commercial Street
Edinburgh
EH6 6QQ

Email: DataProtectionOfficer@gov.scot

If you feel we have not been able to help you with your concerns, you have the right to make a complaint with the Information Commissioner's Office (ICO). The ICO are responsible for data protection in the UK.



The ICO are able to offer independent data protection advice and information in relation to your rights.

You can contact the ICO 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/concerns/handling/>



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