



## **Privacy Notice – Contacts Details and Listings**

### **Introduction**

Bòrd na Gàidhlig is tasked by the Gaelic Language (Scotland) Act 2005 (the Act) to promote and develop the Gaelic language.

Bòrd na Gàidhlig uses personal information for a range of purposes and our privacy notices provide information about why we obtain and collect personal information, and how we process it.

As part of our role under the Act, we are required to regularly communicate with people who have a responsibility under the Act or those with an interest in Gaelic language, Gaelic education or Gaelic culture.

This privacy notice explains how Bòrd na Gàidhlig uses your contact details.

### **What Information is Collected?**

Each department within Bòrd na Gàidhlig has contacts lists for specific purposes. The information we gather for each of the contacts lists will include your name and e-mail address. Where you are representing an organisation, we will record the organisation you represent and, if relevant, your job title. We may also ask for a contact telephone number although this will only be recorded where we have a specific need for it.

In some circumstances, if you hold any kind of public office or exercise functions of a public nature, we may also record and use your workplace address to send you hard copy information.

We do not add anyone to a contacts lists unless there is a specific reason to do so, which is explained further below.

### **How will my information be used?**

Under the Act, Bòrd na Gàidhlig is obliged to:

1. Promote, and facilitate the promotion of:
  - i. the use and understanding of the Gaelic language, and
  - ii. Gaelic education and Gaelic culture
  
2. Advise (either on request or when it thinks fit) the Scottish Ministers, public bodies and other people exercising functions of a public nature on matters relating to the Gaelic language, Gaelic education and Gaelic culture

3. Advise (on request) other people on matters relating to the Gaelic language, Gaelic education and Gaelic culture.

Bòrd na Gàidhlig has a number of other roles laid down by the Act which are to:

- i. Communicate with relevant public authorities with regards to Gaelic Language Plans (GLPs), which includes issuing statutory notices, monitoring plan implementation, and reviewing GLPs;
- ii. Develop guidance (in consultation with stakeholders) for both the administration of GLPs and the provision of Gaelic education;
- iii. Develop the National Gaelic Language Plan.

To comply with these statutory obligations, Bòrd na Gàidhlig maintains the details of stakeholders and contacts. The types of contact details we hold are:

- Details for those who are a contact on behalf of an organisation in receipt of support from Bòrd na Gàidhlig (usually funding from one of our schemes). We may also send you information that we believe will be of interest to your organisation, for example, notifications of when funding schemes open for applications.
- Participants in our events or consultation exercises.
- Details of people who have provided their personal contact details to receive promotional information in a personal capacity and are not representing an organisation.

In order to use your personal information for these purpose, Bòrd na Gàidhlig requires a legal basis. The following legal bases apply to our use of personal information for contact purposes:

- Consent – occasionally Bòrd na Gàidhlig will use consent where your personal information is gathered for the purposes of promotional communication and is managed using our marketing platform.
- Public interest – as explained above, Bòrd na Gàidhlig is tasked under the Act to develop the Gaelic language and your personal information will be used for various activities necessary to this purpose, including the administration of funding, supporting organisations in developing their GLPs, and communicating with individuals and organisations to promote our work and let them know about consultation and funding opportunities;
- Legitimate interests – engaging with our stakeholders and raising awareness of our work and opportunities to access funding is in the legitimate interests of our stakeholders, both organisations and individuals. This will also include the processing of personal information in relation to organisations that have voluntarily produced a GLP.

## **Will my information be passed to anyone else?**

Your communication will be dealt with by the most appropriate team within Bòrd na Gàidhlig.

Bòrd na Gàidhlig uses external suppliers to host our IT systems and to manage digital communications. Data processing agreements are place with all organisations that process personal information on Bòrd na Gàidhlig's behalf, which require processing to be carried out within the UK or European Economic Area.

## **What happens when my information is no longer required?**

Our contacts lists are managed in accordance with Bòrd na Gàidhlig's retention schedules. They are regularly reviewed to ensure they remain accurate and up to date, and we will occasionally ask you to verify your details. Where you have requested to be placed on one of our contacts lists we may sometimes contact you to confirm you wish to continue to receive our information if we haven't received any communication from you for some time.

Contacts will be removed as soon as they cannot be verified, or by request, with immediate effect. Please note that your details and any related correspondence may continue to be held for other purposes as described above, for example, if it is required to meet a statutory obligation for the GLPs.

## **Additional Rights**

Under the UK General Data Protection Regulation, you have a number of rights in relation to your personal information. You have the right to:

- i. request access to your personal information;
- ii. request rectification of your personal information which means you are able to have inaccurate personal information corrected without undue delay;
- iii. request erasure of your personal information when certain conditions apply;
- iv. restrict processing under certain circumstances;
- v. object to processing;
- vi. data portability in some circumstances.

Requests that relate to rectification, erasure or restricting processing will be passed to any recipients of your personal information. Details of recipients can be found under the section [Will My Information be Passed to Anyone Else?](#)

There may be occasions when Bòrd na Gàidhlig is unable to comply with requests to exercise the rights above. Should this apply to a request you make, it will be explained to you why Bòrd na Gàidhlig is unable to comply with the request and any options available to you.

Where your personal information is being processed using consent, one further right is the right to withdraw your consent at any time. You can find out how your personal information is being lawfully processed under the section [How Will My Information Be Used?](#)

### *Complaints*

Should you be unhappy with the way in which Bòrd na Gàidhlig have processed your personal data, you have the right to lodge a complaint with the Information Commissioner, who regulates data protection legislation across the UK. Their contact details can be found at <https://ico.org.uk/>.

### **Contact Details**

Bòrd na Gàidhlig is the Data Controller (or Controller) for personal information processed as described in this notice. Website: <http://www.gaidhlig.scot/>.

If you have any queries regarding any of the information in this privacy notice, in the first instance please contact:

Head of Finance and Corporate Affairs/Data Protection Officer

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