



## **Privacy notice for stakeholder contact details collected by the Scotland Heat Map team**

The Scottish Government team which manages the Scotland Heat Map dataset collects contact details, including e-mail addresses, from individuals working for organisations which have been given access to data from the Scotland Heat Map through data sharing agreements. Business e-mail addresses where an individual can be identified from the address (e.g. [initials.lastname@company.com](mailto:initials.lastname@company.com)) are considered to be personal data under the General Data Protection Regulation.

Scotland Heat Map data sharing agreements also require that details of named users with access to heat map data within the organisation it is being shared with are also provided. The details provided are name and, in some cases, department and the dates access was granted and removed.

In addition, we also collect contact email addresses from stakeholders who have informed us that they would like to be kept up-to-date on Scotland Heat Map developments, releases and other aspects of the work. This includes where users and other interested parties have provided an e-mail address through online survey questionnaires when asked if they would like to be kept informed.

### **Why do we need your personal data?**

We require contact details for at least one individual within your organisation in order to be able to provide you with access to the Scotland Heat Map dataset through our online file transfer portal. Providing contact details for additional individuals within your organisation will allow us to keep all relevant parties informed of updates to the Scotland Heat Map, errors, corrections, future plans and any other developments.

The provision of a list of named users with access to the dataset is a requirement of our data sharing agreements. Contact details (including business e-mail addresses) are not required for all of the named users.

We also offer users and other interested parties the opportunity to keep up-to-date on Scotland Heat Map releases and other developments by providing us with an e-mail address to be included on a wider Scotland Heat Map distribution list. This includes stakeholders who have provided their e-mail address in response to online surveys carried out by the heat map team.

### **What will we do with your personal data?**

- If you are your organisation's designated contact (or one of them) for our file transfer portal, your name, organisation and e-mail address will be used to set up an account for you on our online secure file transfer service, Objective Connect.

- For e-mail addresses provided through data sharing agreements: we may use them to keep you informed of the release of updates to the heat map, errors or corrections, future plans and other developments relating to the map or the data it contains. We may also, on occasion, use your e-mail address to ask about your use of the heat map, for feedback, for assistance with validating data and to request data from your organisation.

- If you have indicated to us that you would like to be included in our wider distribution list, we will use your e-mail address to keep you informed of the release of updates to the heat map, errors or corrections, future plans and other developments relating to the map or the data it contains. We may also, on occasion, use your e-mail address to ask about your use of the heat map, for feedback, for assistance with validating data and to request data from your organisation.

- In the case of contact details provided in data sharing agreements, we will, on occasion, share your details, usually e-mail address but in some cases telephone number if you have provided one, with colleagues within the Scottish Government and other organisations where their work relates to the heat map and they have a need to contact you, your organisation or inform you of policy developments and other matters relating to the Scotland Heat Map.

### **Additionally, for local authority contacts provide through the Scotland Heat Map Framework Agreement:**

- If we are contacted by an individual or organisation with queries about the heat map in your area, including requests for access to heat map data for the area covered by your organisation, we may give them your e-mail address. This will usually apply if you are your organisation's designated heat map or GIS lead contact but if no-one has been designated as one of these leads then an alternative contact would be provided.

- If, when you provided your contact details, you gave permission for them to be shared publically, we will publish your organisation, name and e-mail address on our website to allow those interested in the heat map to contact you directly. Only one contact will be included for each organisation and this will usually, but not necessarily always, be the heat map lead contact. You can find the current contact list here: <https://www.gov.scot/publications/scotland-heat-map-documents/>.

### **Your rights**

You have a right of access to any personal data we hold about you, by making a Subject Access Request (SAR).

In addition, if you believe that the data we hold is inaccurate or incomplete you can ask us to update our records. If you are unhappy with the way in which we process your personal data you can request that we stop or restrict the processing we complete using your personal data or ask us to delete the personal data we hold about you.

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

In some circumstances we may not be able to comply with your request. This is because some of these rights are conditional and can only be applied in certain circumstances and/or where there is no compelling reason to continue to process your personal data.

## Contact

Data Protection Officer  
Victoria Quay  
Commercial Street  
Edinburgh  
EH6 6QQ

Email: [DataProtectionOfficer@gov.scot](mailto:DataProtectionOfficer@gov.scot)

## Complaints

If you feel we have been unable, or unwilling, to resolve your information rights concern, 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.gov.uk](http://www.ico.gov.uk)

You can also report any concerns here: <https://ico.org.uk/concerns/handling/>