

Forensic Medical Services (Victims of Sexual Offences) (Scotland) Bill Team Privacy Policy

The work of the Forensic Medical Services Bill Team is to take the Forensic Medical Services (Victims of Sexual Offences) (Scotland) Bill through the Parliamentary process and, should it be passed, to implement it.

We fully respect your right to privacy when contacting us. Here you will find details of our privacy practices and what we do to maintain your right to privacy.

What information do we collect about you?

We collect information about you and your organisation when you contact us by email, letter or telephone. We only collect the information we ask from you, that you give us and consent to being processed for the purpose of corresponding with you on the subject of the Bill.

Information provided to us may include;

- Your name
- Your email address
- Telephone number
- Your organisation and job role
- The area you work in
- Your correspondence interest
- Dates of engagement with the Team

How will we use the information we collect?

We process your information for the purpose of corresponding with you on the subject of the Bill. This includes some or all of the following:

- Updates on Bill developments.
- Invitations to engagement events, consultations, requesting information relating to the Bill.

The Bill Team may share the information we collect with:

- The CMO Rape and Sexual Assault Taskforce for relevant engagement purposes.
- Relevant Scottish Government Ministers and officials for relevant engagement purposes.

How do we look after your information?

The information we collect about you and your organisation is stored on the Scottish Government's electronic Record and Document Management system which is used to store official records and documents, and share them securely with colleagues.

To meet these requirements:

- The Bill Team will hold a record of your details and data until the time you request no further correspondence.

- You may provide updates and request deletion of your data at any time upon request.

Your rights

Under the General Data Protection Regulation (effective from 25 May 2018), there are a number of new rights relating to Data Protection:

You have the following rights:

- The right to be informed
- The right of access
- The right to rectification
- The right to erasure
- The right to restrict processing
- The right to data portability
- The right to object
- Rights in relation to automated decision making and profiling

You can find more information about these rights on the [Information Commissioner's website](#)

Access to your information, changes, and complaints

To request a copy of the information that we hold about you, correct any information that is inaccurate, or withdraw your consent, you can contact us by email at:

EquallySafeFMS@gov.scot

Or write to us at:

Forensic Medical Services Bill Team
CMO Rape and Sexual Assault Taskforce
CMO Directorate
Area GWR
St Andrew's House
Regent Road
Edinburgh EH1 3DG

For enquiries about the Scottish Government data protection practices, you can contact dpa@gov.scot

Should you wish to make a complaint about the Bill Team's collection or use of data, the UK's independent authority set up to uphold information rights in the public interest, promoting openness by public bodies and data privacy for individuals is the [Information Commissioner's Office](#).

24 April 2020