



Recruitment of members to the Citizens' Assembly of Scotland

Privacy Notice

The Scottish Government has commissioned and contracted Mark Diffley Consultancy and Research Ltd, an independent research organisation, to recruit adult (aged 16 and over) members of the public to join the Citizens' Assembly of Scotland.

This privacy notice explains why the contracted independent recruitment team are asking for personal information from you, how this information will be used and how it will be protected. It also sets out your rights.

Why is this information being collected and what will it be used for?

The Citizens' Assembly of Scotland is a group of members of the Scottish public aged 16 and over who will come together to consider and help find consensus on the future of Scotland. The Assembly has been set up by Scottish Ministers but it will operate entirely independently of them. It will be led by two independent Conveners, supported by a Secretariat, to ensure the efficient running of the Assembly.

More information about the Citizens' Assembly of Scotland is available at:
<https://www.citizensassembly.scot>

You are being asked these questions for three reasons.

Firstly, so that the contracted independent recruitment team can ensure that a cross-section of the adult population of Scotland are recruited to join the Citizens' Assembly.

Secondly, so that if you are selected to join the Citizens' Assembly and you choose to do so, the Secretariat of the Assembly is able to contact you to support you in attending the meetings, for example providing any help you need with travel arrangements.

Thirdly, so that the Secretariat can organise the Citizens' Assembly meetings in such a way that there is a good mix of people in discussion groups.

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).

What information is being collected?

The personal information you are being asked to provide is:

- Your name
- Your postal address and postcode
- Your email address
- Your telephone number(s)
- Your age
- Your gender
- Your educational qualifications
- Whether you have a limiting long term condition
- Your ethnic group
- How you vote in a Scottish Parliament election held tomorrow
- How you would vote in an EU referendum held tomorrow
- How you would vote in a Scottish Independence referendum held tomorrow

Who will have access to my personal information?

The recruiter, working for Mark Diffley Research and Consultancy Ltd, will ask you questions and record your answers.

In agreeing to be a member of the Assembly, you must agree to your first name and surname, and possibly the region where you live, being published on the Assembly website. This is necessary to ensure transparency of the Citizens' Assembly. There is no intention to publish any other personal information.

Your name and other personal information will be shared with members of the Secretariat of the Citizens' Assembly of Scotland. The Secretariat is operating independently of the Scottish Government. Only those individuals on the Secretariat who need to use your information (as outlined above) will have access to it.

How will your information be kept secure?

Your information will be stored securely by both the independent recruitment contractor, Mark Diffley Consultancy and Research Ltd, and the Secretariat of the Citizens' Assembly of Scotland. The contractor will securely transfer the data collected from you to the Secretariat using a secure transfer process.

How long will it be kept for?

Your information will be kept for no longer than is necessary.

If you are not selected to join the Citizens' Assembly or decide you do not want to, your information will be deleted immediately.

If you do become a member of the Citizens' Assembly, the independent recruitment contractor will delete all your information three months after they finish the work for the Scottish Government. The Secretariat will delete all your information twelve months after the end of the Citizens' Assembly.

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 the independent recruitment contractor holds about you or to exercise any of the rights set out above, you can contact Mark Diffley Consultancy and Research Ltd at:

Email: info@citizensassembly.scot
Telephone: 0131 244 3022

If you would like further information regarding how your information will be used or to exercise any of the rights set out above, you can contact the Secretariat of the Citizens' Assembly of Scotland:

Email: info@citizensassembly.scot
Telephone: 0131 244 3022

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 at:

Data Protection Officer
Victoria Quay
Commercial Street

Edinburgh
EH6 6QQ

Email: DataProtectionOfficer@gov.scot

If you feel the Scottish Government has not resolved your information rights concern, you have the right to lodge a complaint with the Information Commissioner's Office (ICO), The ICO is 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: ico.org.uk

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