

The following information is provided as extracts. It is provided as extracts because it is taken from documents containing other information outside the scope of your request.

Item 1:

Personal data will be securely destroyed from our server 3 months after the completion of the study, and our IT team will undertake an audit of our office 365 server to ensure any files related to the study containing personal data have been deleted. Once completed, the results of this audit will be shared with the Scottish Government.

Item 2:

5) Can you explain why you need to hold the personal data for three months after the end of the contract before deleting it?

We can bring this date forward, however this is a standard data retention period for all of our social research projects. This means that if there are any queries regarding the data that we have collected we can clarify this with the Secretariat up to 3 months after the initial transfer of data. Moreover, if there is any corruption of files, we have a backup version of the files which can be re-sent to the Secretariat. We suggest three months is a useful time period as this takes us up to the second meeting of the Assembly.

At the close of the recruitment all project related data will be deleted on interviewers' laptops. Certification that all personal data has been removed from our/interviewers servers will be provided to the Secretariat to confirm secure and permanent deletion of files.

Item 3:

When will the data be deleted?

The data of those individuals who agree to become members of the Citizens' Assembly – in hard copy and electronic form – will be held securely by the central Contractor team for three months after the end of the contract only. Thereafter the contractor will shred/delete all the data it holds.

For those members of the public who are interviewed and information collected from but who are not invited to join the Assembly or who decide against joining, their information will be shredded by the Central Contractor team – though these individuals will not have provided their names and contact details.

The Secretariat will delete the data of those individuals who become members of the Citizens' Assembly twelve months after the final Assembly meeting.

Information on deletion of the personal data and the individuals' rights in this respect will be included in the Privacy Notice provided to members of the public by the Contractor recruitment team.

Principle	Compliant – Yes/No	Description of how you have complied
6.4 Principle 4 – accurate, kept up to date, deletion	Yes	<p>Personal data will be provided directly by individuals themselves.</p> <p>The central Contractor team will undertake ‘back checks’ as part of its quality assurance process to ensure that the information that the recruiters record is accurate and coded correctly.</p> <p>Checks will occur with a third of participants that have been recruited, and who will be telephoned at the close of the recruitment period to verify the information recorded in the hard copy questionnaire. The information in the hard copy questionnaire will also be checked against the electronic data held.</p> <p>During the course of its ongoing liaison with Assembly members, the Secretariat will amend/update the personal data held as appropriate.</p> <p>It will be the responsibility of the Secretariat to update the data if details change.</p> <p>The data of those individuals who become Citizens’ Assembly members will be shredded/deleted by the Contractor three months after the end of their contract and by the Secretariat twelve months after the final meeting of the Assembly.</p> <p>The data of those who are not invited to join the Assembly or who decline to do so or who withdraw before the first meeting will be shredded/deleted by the Contractor – but note that only the latter group will have provided their names and contact details.</p>
Principle	Compliant – Yes/No	Description of how you have complied
6.5 Principle 5 – kept for no longer than necessary, anonymization	Yes	<p>The names of Citizens’ Assembly members, and possibly the region of their residence, will be published on the Citizens’ Assembly of Scotland website. The Privacy Notice provided to members of the public during the recruitment exercise will state clearly that in agreeing to participate in the Citizens’ Assembly members are agreeing to this publication of their names. It will also be clear that there is no intention to publish any other personal information provided.</p> <p>The Secretariat will need to use name and contact details for ongoing liaison with Assembly</p>

		<p>members and other personal data will be used in the organization of the Assembly meetings e.g. in selecting diverse discussion groups from the full membership.</p> <p>The Secretariat will publish a separate DPIA.</p> <p>The data will be kept for no longer than necessary.</p> <p>The Contractor will shred/delete the data of those individuals who are not invited to join the Assembly or decline to do so immediately, which will not include names and contact details. These data will not be shared with the Secretariat.</p> <p>The data of those individuals who agree to become Assembly members will be shredded/deleted by the Contractor three months after the end of the contract. This will allow for the identification of replacement Assembly members, should any be unable/unwilling to attend the first meeting at short notice and for a possible re-fresh of the membership if required. It will also allow the Contractor to answer any queries about the data from the Secretariat as it uses the transferred data. Furthermore, if there is any corruption of files, the data can also be re-sent to the Secretariat during this time.</p> <p>The data held by the Secretariat will be deleted by the Secretariat twelve months after the final meeting of the Assembly. This will allow for ongoing liaison with the Assembly members during the lifetime of the Assembly and for a period afterwards for follow-up and reporting.</p> <p>This means the data are not kept for longer than necessary.</p>
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