

Jury research – Privacy Information Notice

This Scottish Government Study and your personal data: Jury Research commissioned by Scottish Government.

This Privacy Notice explains who we are, the personal data we collect, how we use it, who we share it with, and what your legal rights are.

About Scottish Government

The devolved government for Scotland has a range of responsibilities which include: health, education, justice, rural affairs, housing and the environment. Some powers are reserved to the UK government and include: immigration, the constitution, foreign policy and defence.

This project is commissioned by the Scottish Government. What does that mean?

This means that we have paid an independent research company to carry out the research on our behalf. A company called Ipsos Mori will carry out the research for us. Here is some information about them.

Market & Opinion Research International Limited is a specialist research agency, commonly known as “Ipsos MORI”. Ipsos MORI is part of the Ipsos worldwide group of companies, and a member of the Market Research Society. As such we abide by the Market Research Society Code of Conduct and associated regulations and guidelines.

What is the Scottish Government's legal basis for processing your personal data?

Although, as data controllers we require a legal basis to ask Ipsos Mori to process personal data on our behalf. The Scottish Government will at no time have access to your personal data.

The legal basis for processing your personal data in this project lies in

- **Article 6(1)(e)** – ‘processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller’ and also **Section 48** of the Law Reform (Miscellaneous Provisions) (Scotland) Act 1985 which states that: “The Lord Advocate or the Secretary of State may assist (whether financially or otherwise) other persons in conducting research into any matter connected with the law (other than research into any matter referred to in section 75(1) of the Criminal Justice (Scotland) Act 1949).”
- We will also seek your **informed consent** to process your personal data. The consent form will ask the following questions. Only if you agree to each question and sign the form will Ipsos Mori process your personal data.

1. I confirm that I have read and understood the information sheet provided for the above study. I have had the opportunity to consider the information, ask questions and have had these answered satisfactorily.

2. I understand that my participation is voluntary and that I am free to withdraw at any time before or during the jury discussion, without giving any reason.

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3. I give consent to the discussion I take part in being audio and video recorded, and to its contents being transcribed by the research team or an approved professional transcription company who will be bound by a confidentiality agreement. I also give consent to the use of anonymised quotations from the discussion being used in publications arising from the research project.

4. I understand that the video and audio recordings of the jury discussions and anonymised data from the questionnaires will be securely stored for up to 10 years.

5. I give consent to my data (video and audio recordings of discussions, and anonymised data from questionnaires) being shared with other researchers acting under the supervision of the immediate research team, provided they agree to treat this data in strictest confidence and to use it for research purposes only.

6. I agree to take part in the above study.

The form will then ask for your signature and a date. If you wish to withdraw your consent at any time, please see the section below covering 'Your Rights'.

How will the Scottish Government and Ipsos Mori use any personal data including survey responses you provide?

- Firstly, responding to this study is entirely voluntary and any answers are given with your consent.

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- Ipsos MORI will keep your personal data and responses in strict confidence in accordance with this Privacy Policy and you will not be identifiable in any published results
- We will only share recorded material(s) (video and audio data) from the research with the Project Team and researchers working under the supervision of the project team; the Project Team is the Ipsos MORI Project Team, Project Team researchers at Warwick and Glasgow Universities, and supplier organisations working on this project (e.g. approved transcribers).

Ipsos MORI will use your personal data and responses solely for research purposes, which will be presented as anonymous research findings and insights for the Scottish Government.

Who we share your data with?

- Ipsos MORI are working with researchers at the Universities of Warwick and Glasgow. We will also be using certain supplier organisations to assist us in running the Jury Research and we will need to disclose your personal data to these supplier organisations for that purpose. Our collaborators and suppliers include:
 - James Chalmers and Fiona Leverick at the University of Glasgow
 - Vanessa Munro at the University of Warwick
 - Approved transcribers (all of whom are vetted by Ipsos MORI and agree to treat all data confidentially) who will be asked to transcribe the content of video/audio recordings
 - WarPro film equipment company (who will compress the video recordings for us).

How will the Scottish Government and Ipsos MORI ensure my personal information is secure?

- Ipsos MORI takes its information security responsibilities seriously and applies various precautions to ensure your information is protected from loss, theft or misuse. Security precautions include appropriate physical security of offices and controlled and limited access to computer systems.
- Ipsos MORI has regular internal and external audits of its information security controls and working practices, and is accredited to the International Standard for Information Security, ISO 27001.

How long will Ipsos MORI retain my personal data and identifiable responses?

- Your personal details (name, address, etc.) used to invite you to take part in this market research study, will be securely deleted from the Ipsos Mori systems once the study and any quality control checks are complete; this is usually carried out within three months of project close. The Scottish Government will ensure that your data has been deleted.
- Ipsos MORI will retain video and audio recordings (and any transcripts of these) from the research for a maximum of 10 years. The unique nature of this research project means there may be a possibility of additional research which uses these recordings to understand how juries make decisions within the next 10 years. These recordings would only be available to researchers acting under the supervision of the core research team at Ipsos MORI, Warwick and Glasgow Universities.

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Your rights

- You have the right to access your personal data within the limited period that Ipsos MORI holds it.
- Providing responses to this study is entirely voluntary and is done so with your consent. You have the right to withdraw your consent and to object to our processing of your personal data at any time.
- You also have the right to rectify any incorrect or out-of-date personal data about you which we may hold.
- If you want to exercise your rights, please contact us at the below Ipsos MORI address.
- You have the right to lodge a complaint with the Information Commissioner's Office (ICO), if you have concerns on how we have processed your personal data. You can find details about how to contact the Information Commissioner's Office at <https://ico.org.uk/global/contact-us/> or by sending an email to: casework@ico.org.uk.

Where will my personal data be held & processed?

- All of your personal data used and collected for this study will be stored by Ipsos MORI in data centres and servers within the United Kingdom.

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How can I contact the Scottish Government about this study and my personal data?

Email: Catherine.bisset@gov.scot

Post: Catherine Bisset

Scottish Government

1-F South

Victoria Quay

Leith

EH6 6QQ

How can I contact Ipsos MORI & Client about this study and/or my personal data?

Email: Juries@ipsos.com

Post: 1701694101/Jury Research

Rachel Ormston

Ipsos MORI Scotland

4 Wemyss Place

Edinburgh EH3 6DH

Contact Ipsos MORI with questions about my personal data:

Email: compliance@ipsos.com with “Jury Research/1701694101” in the email subject line

Post: 1701694101/Jury Research

Ian Goodspeed

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