

## **Privacy Notice – Information Relating to Funding Schemes**

Bòrd na Gàidhlig is responsible for promoting and developing the Gaelic language and, in support of that remit, administers a number of funding schemes.

Bòrd na Gàidhlig awards contracts to individuals and organisations in order to accomplish specific strategic goals, and funds initiatives in partnership with other organisations. Bòrd na Gàidhlig also distributes funding to public bodies who are drafting and implementing Gaelic language plans.

### **What Information is Collected?**

The application form for each funding scheme requests the information required to administer the scheme, and some of the information gathered may be considered personal data under the Data Protection Act (1998) (DPA) and, from 25 May 2018, the General Data Protection Regulations (GDPR).

### **How Will Bòrd na Gàidhlig Use My Information?**

Bòrd na Gàidhlig require the information to administer each funding scheme appropriately. They will use the information provided to make a decision about the application and, for successful applicants, to administer the funding in accordance with the terms and conditions of the contract. Bòrd na Gàidhlig must also fulfil legal obligations relating to the accounting for, and the auditing of, the distribution of public funds. Information provided in the application form and gathered for the duration of the contract will also be used for this purpose.

If you do not provide the information requested, it is unlikely that Bòrd na Gàidhlig will be able to consider your funding application. If you wish to discuss this further, please use the contact details below in the first instance.

As part of Bòrd na Gàidhlig's role in promoting the Gaelic language, some of the information provided may also be used to promote schemes and to demonstrate how other organisations and individuals can become involved. Bòrd na Gàidhlig may also gather additional information specifically for promotional purposes during the contract, such as photographs. We will ask for your consent before using information for this purpose.

Bòrd na Gàidhlig do not usually pass information to third parties unless specifically required to do so for the purposes of administering the funding contract or to fulfil legal obligations.

Where you have provided consent for us to do so, Bòrd na Gàidhlig may also use your contact details to send you information about similar schemes or projects that may be of benefit to you or a group you are representing.

### **What Happens to My Information When It is No Longer Required?**

Unsuccessful applications are usually retained for one year from the date of decision. Successful applications and information gathered for the duration of a contract are kept for longer and, as a minimum, will be retained for 6 years from the end of the financial year in which the last funding payment was made.

Applicants should note that where the funding scheme is part of an EU scheme, records may need to be retained for audit purposes for considerably longer, and the retention periods are not always known at the point an application is made.

## **Additional Information**

### *Your Rights*

You may withdraw your consent for using your personal information for promotional purposes at any time. You should be aware that, while Bòrd na Gàidhlig will stop using your information for that purpose with immediate effect, it may not always be possible to remove information from the public domain, for example where it has been used in hard copy publications. You should also be aware that the ability to withdraw consent only applies to information considered to be personal. It does not usually apply to information about groups or organisations. You may also withdraw your consent at any time for allowing your information to be used for marketing purposes.

You have the right to:

- I. Request access to your personal data,
- II. Request rectification or erasure of personal data. There may be some circumstances in which Bòrd na Gàidhlig is unable to comply with requests to rectify or destroy information, for example if information must be retained in the original format to fulfil legal obligations. Should this apply to a request you make, it will be explained to you why Bòrd na Gàidhlig is unable to comply with the request, and when it is anticipated the information will be destroyed.
- III. Restrict processing or object to processing
- IV. Data portability in some circumstances

### *Complaints*

Should you be unhappy with the way in which Bòrd na Gàidhlig have processed your personal data, you have the right to lodge a complaint with the Information Commissioner, who regulates data protection legislation across the UK. Their contact details can be found at <https://ico.org.uk/>.

## **Contact Details**

Bòrd na Gàidhlig is the Data Controller for information collected and processed for the purposes of administering funding streams. Website: <http://www.gaidhlig.scot/bord/fundraising/>

If you have any queries regarding any of the information in this privacy notice, in the first instance please contact:

Head of Corporate Services  
Bòrd na Gàidhlig  
Great Glen House  
Leachkin Road  
Inverness IV3 8NW  
[oifis@gaidhlig.scot](mailto:oifis@gaidhlig.scot)  
01463 225454