



Privacy Notice – Research

Introduction

Bòrd na Gàidhlig is tasked by the Gaelic Language (Scotland) Act 2005 (the Act) to promote and develop the Gaelic language.

Bòrd na Gàidhlig uses personal information for a range of purposes and our privacy notices provide information about why we obtain and collect personal information, and how we process it.

This privacy notice explains how Bòrd na Gàidhlig uses personal information that is collected in the course of our research work. This may be through work that employees of Bòrd na Gàidhlig undertake, or work that is commissioned or contracted to a third party by Bòrd na Gàidhlig.

What Information is Collected?

The information collected will depend upon each specific research project. Projects that Bòrd na Gàidhlig currently routinely undertake include:

- The collection of data from Gaelic medium schools and schools with Gaelic learner provision. This involves the collection of statistics of those in Gaelic medium education although some of the numbers are very small and therefore this data is sometimes treated as personal information;
- The collection of data about adult learners of Gaelic. This includes the collection of:
 - Contact information
 - Learning activities and resources used for learning
 - Barriers to learning
 - Equalities information
- The collection of number of children in Early Years education. Numbers are collected from each provider four times annually. As the numbers can be very small, this data is sometimes treated as personal data.
- The collection of data from Gaelic early years group in order to provide a training programme for committee members and play leaders. This includes the collection of:
 - Contact information
 - Training previously undertaken
 - Training required
 - Devising and delivering a training programme

Bòrd na Gàidhlig regularly commissions other projects and further information about what has been, or will be, collected as part of a research project is available from the Research and Corpus Planning Manager.

How will my information be used?

Your information will be used to inform the research project that you are participating in and the data will be retained for the more general purpose of Gaelic development and other compatible purposes.

Research data is retained and archived if it has a longer-term value although is pseudonymised and anonymised where possible. There are occasions where it is important to retain complete, original datasets, for example, where they need to be cross referenced with other research datasets.

In order to use your personal information for this purpose, Bòrd na Gàidhlig requires a legal basis to process your personal information. The following legal bases are used for personal information that is collected as part of a research project:

- Consent – this will be used where it is intended to publish any data that identifies you and may be used for data collection in some circumstances. What you are consenting to will be made explicitly clear to you at the time your consent is requested. Please note that it is good practice for researchers to ask for your consent for other research activities although this may not necessarily be the legal basis under which your personal information is being processed under data protection laws. It is important to understand this as it will affect the various rights you are able to exercise in respect of your personal data. If you have any queries about what legal basis applies, please ask the researcher collecting your personal information or the Research and Corpus Planning Manager.
- Public interest – as explained above, Bòrd na Gàidhlig is tasked under the Act to develop the Gaelic language and your personal information (usually as part of a collective research dataset) will be used for various activities contributing to this purpose. One example is development of strategies targeting various groups within the Gaelic language community.
- Legitimate interests – there will be some activities undertaken by Bòrd na Gàidhlig that may not be within the remit of the Act although are still in the legitimate interests of Bòrd na Gàidhlig to pursue in order to develop the Gaelic language.

Will my information be passed to anyone else?

Research results are shared with other organisations that are also tasked with the development of the Gaelic language, culture and arts. Where information that is deemed to be personal information is shared (which will include numerical datasets below certain values), any organisation (which may include groups, sole traders or other bodies) receiving the information is required to sign a data sharing agreement.

No personal information will be included in the results of published reports or datasets unless the person whose information is being published has explicitly consented to publication.

Data processing agreements are place with all organisations that process personal information on Bòrd na Gàidhlig's behalf, which require processing to be carried out within the European Economic Area, or for appropriate safeguards to be in place where it is carried out by an international organisation. As far as we are able to establish, research data is not transferred internationally.

Other than as described above, Bòrd na Gàidhlig will never pass personal information collected in the course of research to any other third party, unless there is a statutory requirement to do so or the processing is otherwise lawful.

What happens when my information is no longer required?

All information at Bòrd na Gàidhlig is retained in accordance with the retention schedules. Research findings including datasets have no predetermined retention period and are continually reviewed to ensure they remain relevant and have a use for Bòrd na Gàidhlig. This process includes a review to determine whether datasets and other personal information can be pseudonymised or anonymised.

Additional Rights

Under the General Data Protection Regulation, you have a number of rights in relation to your personal information. Please note that there are derogations for research information which may mean that some of these rights cannot be exercised in relation to personal information collected for research purposes.

You have the right to:

- i. request access to your personal information.
- ii. request rectification of your personal information which means you are able to have inaccurate personal information corrected without undue delay.
- iii. request erasure of your personal information when certain conditions apply.
- iv. restrict processing under certain circumstances.
- v. object to processing.
- vi. data portability in some circumstances.

Requests that relate to rectification, erasure or restricting processing will be passed to any recipients of your personal information. Details of recipients can be found under the section [Will My Information be Passed to Anyone Else?](#)

There may be occasions when Bòrd na Gàidhlig is unable to comply with requests to exercise the rights above. 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 any options available to you.

Where your personal information is being processed using consent, one further right is the right to withdraw your consent at any time. You can find out how your personal information is being lawfully processed under the section [How Will My Information Be Used?](#)

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 (or Controller) for personal information processed as described in this notice. Website: <http://www.gaidhlig.scot/>.

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

Head of Finance and Corporate Affairs/Data Protection Officer
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