



Website Privacy Notice

Bòrd na Gàidhlig is tasked by the Gaelic Language (Scotland) Act 2005 (the Act) to promote and develop the Gaelic language. As part of that role, we are required to regularly communicate with people who have a responsibility under the Act or those with an interest in Gaelic language, Gaelic education or Gaelic culture.

This privacy notice explains how Bòrd na Gàidhlig uses information collected from those who use our website or contact us.

This notice is split into two sections:

1. Information for those who visit the Bòrd na Gàidhlig website.
2. Information for people contacting us.

Section 1 - Visitors to the Bòrd na Gàidhlig website

What information is collected?

Bòrd na Gàidhlig is responsible for promoting and developing the Gaelic language and strives to continuously improve the way in which it does this. This includes regularly reviewing the way in which we communicate in any media, with the website providing an essential source of information about the way in which we deliver our services and meet our objectives.

Bòrd na Gàidhlig does not collect or process any personal information about those who view pages on our website although does use statistics generated by cookies, which are reported in anonymous form. These reports are used to inform website development and improve the way in which our website works. Further information about cookies is below.

We welcome feedback about our website and this can be provided through our feedback form, which will collect personal information. Please see Section 2 for further details.

Information About Cookies

We use a number of different cookies on our site. If you do not know what cookies are, or how to control or delete them, then we recommend you visit www.aboutcookies.org for detailed guidance.

The list below describes the cookies we use on this site and what we use them for. Currently we operate an 'implied consent' policy which means that we assume you are happy with this usage. If you are not happy, then you should either not use this site, or you should delete the cookies having visited the site, or you should browse the site using your browser's anonymous usage setting (called "Incognito" in Chrome, "InPrivate" for Internet Explorer, "Private Browsing" in Firefox and Safari etc.)

First Party Cookies

These are cookies that are set by this website directly.

Google Analytics: We use Google Analytics to collect information about visitor behaviour on our website. Google Analytics stores information about what pages you visit, how long you are on the site, how you got here and what you click on. This Analytics data is collected via a JavaScript tag in the pages of our site and is not tied to personally identifiable information. We therefore do not collect or store your personal information (e.g. your IP, name or address) so this information cannot be used to identify who you are. More about Google's position on privacy in connection with its analytics service.

More information on session cookies and what they are used for.

Third Party Cookies

These are cookies set on your machine by external websites whose services are used on this site. Cookies of this type are the sharing buttons across the site which allow visitors to share content onto social networks. Cookies are currently set by Twitter and Facebook. In order to implement these buttons, and connect them to the relevant social networks and external sites, there are scripts from domains outside of our website. You should be aware that these sites are likely to be collecting information about what you are doing all around the internet, including on this website.

You should check the respective policies of each of these sites to see how exactly they use your information and to find out how to opt out, or delete, such information.

Section 2 – Contacting Us

We provide an on-line form on our website as a means of contacting us although enquiries are generally processed in the same way regardless of how they are received. Any processing that is specific to the way in which your enquiry will be dealt with is highlighted below.

What information is collected?

Our on-line forms collect name, contact information, and usually require a short message in order to be submitted. Other information may be required when completing some forms depending upon the purpose of collecting your personal information, and the purpose will always be made clear somewhere on the form.

How will my information be used?

Your information will be used for the purposes of responding to your enquiry, providing the service being requested, or acting on your feedback. You should be aware that there may be circumstances where, as a public body, Bòrd na Gàidhlig is legally required to process your information in a particular way, for example a request for information falling within the scope of the Freedom of Information (Scotland) Act 2002 (FOISA). Where this is the case, you will be clearly informed in the acknowledgement to your correspondence.

Where you are enquiring about a particular service, grant funding scheme or other work undertaken by Bòrd na Gàidhlig, your enquiry will be passed to the appropriate team to be processed. **Please note that responding to some requests may require you to provide further information, and in some cases, we may require your consent for further processing.**

One example is where we may need to add you to a contacts list to send you information that is considered marketing or promotional material that is not available at the time of your enquiry although will be issued at some point in the future. Further information is available from our Contacts List Privacy Notice.

Will my information be passed to anyone else?

As stated above, your enquiry or feedback will be passed to the most appropriate department within Bòrd na Gàidhlig to be managed.

Bòrd na Gàidhlig uses data processors to manage their website services and the majority of IT services on their behalf. We will never pass personal contact information to any other third party without your explicit consent, unless there is a statutory requirement to do so or the processing is otherwise lawful.

What happens when my information is no longer required?

The length of time your details are retained will depend upon the type and nature of your enquiry although will always be retained for the shortest time possible and in accordance with Bòrd na Gàidhlig's retention policies.

General enquiries are usually destroyed as soon as they are dealt with although if the correspondence is ongoing or requires a file to be opened, it will usually be retained for one year from the date of last action unless it needs to be retained for another specific purpose.

Please note that while your initial enquiry is processed based on your consent, we may be subject to a legal requirement that means we will retain your enquiry for a certain period of time, for example, where your enquiry falls under FOISA. This is important in relation to the rights in relation to your personal information, which is explained further below.

If you have any queries about how your personal information is being processed please contact us.

Additional Rights

Under the GDPR, you have a number of rights in relation to your personal information. 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;
- ii. request erasure of your personal information when certain conditions apply;
- iii. restrict processing under certain circumstances;
- iv. object to processing;
- v. 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 sections *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.

Where your personal information is being processed using consent, one further right is the right to withdraw your consent 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 apply to information about groups or organisations. You can find out how your personal information is being lawfully processed under the sections *How Will My Information Be Used?*

You may withdraw your consent at any time for allowing your information to be used for marketing purposes.

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 Controller for information collected and processed for the purposes of administering funding streams. Website: <http://www.gaidhlig.org.uk/bord/en/>.

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

Bòrd na Gàidhlig

Great Glen House

Leachkin Road

Inverness

IV3 8NW

oifis@gaidhlig.scot

Dreach <i>Version Number</i>	Adhbhar/ Atharrachadh <i>Purpose/Change</i>	Ùghdar <i>Author</i>	Ceann-là <i>Date</i>
V1	Logo & Version control added	CNI/SB	17/10/2022