



Privacy Notice – Funding Schemes

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 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 while most of this relates to organisations and projects, some of the information gathered will relate to individuals and will be personal data under Data Protection law. Other personal data may be gathered during the administration of a funding scheme.

This will include:

- Names and contact details of applicants and other stakeholders
- Where relevant, details of the qualifications and experience of key participants
- Images and video submitted as parts of applications or progress reports
- Meeting minutes
- Case studies

How will my information be used?

Your information will be used 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, and to meet Bòrd na Gàidhlig audit and accountability obligations, and to let stakeholders know about funding opportunities.

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 separately ask for consent before using personal information for promotional purposes.

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 the funding application process or for administering project funding:

- Consent – this will be used where it is intended to publish any information that identifies individuals for promotional purposes. What you are consenting to will be made explicitly clear to you at the time your consent is requested.
- Public interest – as explained above, Bòrd na Gàidhlig is tasked under the Act to develop the Gaelic language and personal information captured in the administration of funding schemes 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. This may include the transferring of personal information to other organisations where the transfer complies with data protection laws.

Will my information be passed to anyone else?

We use externally hosted IT systems which will hold personal data on our behalf, including the Fluxx grant management system (<https://bnq.fluxx.io>) to manage information relating to grant applications and awards. (See their privacy policy here <https://www.fluxx.io/privacy-policy>)

We may also engage external experts to help evaluate funding applications.

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 UK or European Economic Area.

What happens when my information 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.

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.

Under the UK General Data Protection Regulation, 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;
- 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
 Bòrd na Gàidhlig
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Dreach Version Number	Adhbhar/ Atharrachadh Purpose/Change	Ùghdar Author	Ceann-là Date
V3	Update with Fluxx and links	SK	
V2	Version Control & new BNG logo	CNI/SB	17/10/2022
V3	Review	LT	28/10/2024