



## Privacy Notice – Surveys on Usage of Gaelic amongst Young People

### Introduction

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 we will use any personal data collected in this survey.

### Summary for Primary Age Children

If you are a young person who goes to Primary School you should ask a responsible adult to read the rest of this Privacy Notice with you. We will be asking for information about these things:

- where you go to school
- what class you are in
- the things you like and dislike
- things that help you or stop you speaking and using Gaelic

We will only hold on to this information for two years maximum. \* You can ask for this information at any time and you can tell us at any time if you do not want us to use it anymore. It will only be used to help us understand the needs of people your age and will be used for some conversation groups and to help young people speak Gaelic more often.

### What information is collected?

The survey will collect:

- School, school stage and geographical location
- Information on hobbies, sports and other personal opinions
- Information on issues regarding Gaelic usage and attitudes towards Gaelic

You do not have to answer all questions in the survey. Other than school and geographical location, no other personal information will be asked for. If you wish to provide contact details to Bòrd na Gàidhlig, you must ask a teacher or responsible adult to do this on your behalf by emailing [oifis@gaidhlig.scot](mailto:oifis@gaidhlig.scot) with the subject: #Cleachdi Groups.

### How will my information be used?

Your information is being collected to help BÒRD NA GÀIDHLIG understand the interests and opinions of young people aged 9-19 with Gaelic language skills. The information is required to help us develop a plan for how we can best meet these needs, both in the immediate future and longer term and help shape the discussions on focus groups of young people with Gaelic language skills.

If you provide your e-mail address you may request a copy of your answers at the end of the survey.

Information is collected and processed for the purposes of Gaelic language development and uses consent as a lawful basis. The results of the survey will be presented in an aggregated, anonymised form and no individual will be identifiable for any reporting of the survey findings. Individual responses will also be used to allow us to identify any trends and patterns in the opinions of young people which may affect their usage of Gaelic.

We will not contact you in the future, but if you contact Bòrd na Gàidhlig regarding the focus groups connected with this survey, we will retain your contact information for that express purpose alone and the lawful basis for retaining your contact information will also be consent. You may withdraw this consent at any time.

### **Will my information be passed to anyone else?**

Your information will be processed by the relevant teams at BÒRD NA GÀIDHLIG which will be those responsible for Gaelic education and Gaelic usage.

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 EEA, or for appropriate safeguards to be in place where it is carried out by an international organisation.

This survey will use Microsoft Forms to collect and analyse the data. You should be aware that Microsoft may collect information for their own purposes and their privacy policy is available [here](#).

BÒRD NA GÀIDHLIG has a contracted service for the provision of a Data Protection Officer and your information may be processed in the course of providing that service, for example for the purposes of auditing data protection compliance.

Other than described above, BÒRD NA GÀIDHLIG will never pass personal information 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?**

\*Your information will be retained for the purposes stated above and the length of time it is retained will depend upon how the work of the focus groups develops. It is anticipated individual responses will be retained for no longer than 2 years although this will be kept under review.

### **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 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.

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 usually apply to information about groups or organisations. It will also not apply to any information that has been aggregated into larger datasets or anonymised in reports. You can find out how your personal information is being lawfully processed under the section How Will BÒRD NA GàIDHLIG Use My Information?

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  
[ofis@gaidhlig.scot](mailto:ofis@gaidhlig.scot)  
01463 225454

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