**Sharing your work of Connecting Scotland**

## **About us**

We are the communications function for Connecting Scotland. We want to hear about your experience in helping end users get online.

We want to do this to:

- hear about how the Connecting Scotland programme is impacting end users

- share experiences of people benefiting from Connecting Scotland to encourage others to apply to the programme

- show the transformative power of digital

## **The information we collect**

The information you provide is voluntary and you are under no obligation to do so.

We will collect:

-your name

- the organisation you work for

- your position

If you are not comfortable with sharing your name or position we will only record your organisation. We will anonymise the identities of the end users you tell us about as much as possible unless we obtain permission from end users to share their identities. We will use gender neutral pronouns and not use any identifying markers.

We will also store any photos or videos that you provide.

## **How we share your information**

We will share what you tell us within the Scottish Government, with project partners, on public facing platforms online and on social media.

If, at any time you wish for your information to be removed we will delete it from our records as much as possible. You statements will be compiled in a document that will be kept on a secure Scottish Government server. If you wish for your information to be removed we will:

- delete this from the document

- ask any partners we have shared it with to delete it

- delete it for any social media posts.

Please be aware that while we can delete your information from Scottish Government social media accounts there may still be a digital footprint.

## **How we store your information and for how long**

We will store your consent (this document). This will be held in a secure location only accessible by researchers who work for the Scottish Government. We will hold this information for a maximum of 4 years.

## **What are my rights?**

It is up to you if you want to take part. You do not have to take part just because you have a job with the Scottish Government.

* You can asked for and information about you to be removed at any time.
* You can contact us at any time.
* You can ask us to keep things you tell us private.
* You can ask to see any information about you that we have kept.
* You can ask us to update or delete your information and/ or the quote you provided at any time.
* Sometimes we cannot update or delete your information. For instance when we have already published a report about the study or if there is a digital footprint.

## **Why can we use or share what I have told you? (The legal bit)**

The lawful basis we use to use and share what you have told us is Consent (6(1)(a)) from the General Data Protection Regulation. By reading, agreeing with and signing this form you are consenting to us using your information. Please ask if you have any questions about how this works.

## **How to contact us**

If you have any concerns or questions about the information you submitted you can contact the Office of the Chief Designer: [design@gov.scot](mailto:design@gov.scot).

If you have concerns about how we have collected or used your data you can contact the Scottish Government Data Protection Officer at [DataProtectionOfficer@gov.scot](mailto:DataProtectionOfficer@gov.scot).

If you still have concerns, you can also contact the Information Commissioners Office (ICO) at [casework@ico.org.uk](mailto:casework@ico.org.uk).

**Your permission**

I agree to the Scottish Government using the information provided by me

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_