



Digital Transformation Project Privacy Notice

Who are we?

Name of controller:	Scottish Commission for Learning Disability (SCLD)
Project:	Digital Transformation
Name of controller contact:	Ruth Callander, Evidence Programme Lead, SCLD
Information Asset Owner	Charlie McMillan, Chief Executive, SCLD
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The Scottish Commission for Learning Disability is a **Scottish Charitable Incorporated Organisation**. Our Charity is SC032846. Our address is Suite 5.2, Stock Exchange Court, 77 Nelson Mandela Place, Glasgow, G2 1QY.

If you have any questions about this document, or how we use information, you can write to us at:

Scottish Commission for Learning Number Disability, Suite 5.2, Stock Exchange Court, 77 Nelson Mandela Place, Glasgow G2 1QY

email us at:

admin@sclld.co.uk

or call us on:

0141 248 3733

Introduction

The privacy notice for the Digital Transformation project must be read in conjunction with the participant information sheet for the project. This contains details about the personal information collected for the project. The team will provide you with a copy of the information sheet and it will be posted on the Digital transformation section on SCLD's website.

We promise to respect the confidentiality and sensitivity of the personal information that you provide to us.

We will tell you how we will use your information, how we will keep it safe and who it will be shared with. We commit to keeping your personal information secure and will not use it to contact you for any other purpose unless you have agreed to this.

What is SCLD's Digital Transformation Project

Right now, inequalities persist with our current use of digital in Scotland. People with learning disabilities are some of those whose human rights are most at risk through digital exclusion, digital poverty, and data poverty. But it doesn't have to be like this.

SCLD is working towards a vision of a digitally inclusive Scotland where all Digital technology is accessible for people with learning disabilities and All people with learning disabilities can use digital technology.

SCLD has been funded by the [Scottish Government Digital Health and Care Directorate's Technology Enabled Care \(TEC\) Programme](#), to consider how digital technology can transform the lives of people with learning disabilities.

The first programme of its kind, SCLD will use this funding over the next two years to co-design a project with people with learning disabilities, their carers, and supporters, to uncover the extent of digital exclusion for those with complex needs and who experience the highest levels of digital inequality. Over two years our programme will include:

- meaningfully engaging people with learning disabilities as co-creators of transformation,
- identifying where and for whom the need for transformation is greatest
- identifying themes for transformation,
- engaging beyond the learning disability and health and social care sectors to find examples of transformational technology,
- testing new applications for technology.

The project will look at innovations in digital technology – both mainstream and specialist – which are being utilised across Scotland and beyond to improve people's lives, before piloting new ideas and approaches that can lay the foundations for a longer-term, truly transformational programme of change.

Personal Data

Personal data is information that identifies you. It includes things like your name, address, date of birth and postcode, or other information such as your opinions or thoughts. It can also include information which makes it possible to identify you, even if your name has been removed (such as quotes or social media postings).

We may process some information about you that is considered to be 'sensitive' and this is called 'special category' personal data. This includes, but is not limited to, information such as your ethnicity, sexual orientation, gender identity, religious beliefs, details about your health or past criminal convictions. These types of personal information require additional protections.

Why we collect and hold your data

We collect information that you give us when you respond to requests for your input into this research project.

We may already hold information, such as, name, email address, and personal identifier and may use this information to contact you about research participation.

What we do with your personal data

We will use the information that you supply during the project to fulfil the outcomes of the research, including the production of a research report.

Who do we share your information with?

Research information will only be shared with external organisations who are involved as a partner organisation on the project.

More specific details are included in the Participant Information Sheet.

Our legal basis for processing your personal data

Data protection law requires us to have a valid legal reason to process and use personal data about you. This is often called a 'legal basis'. GDPR requires us to be explicit with you about the legal basis upon which we rely in order to process information about you.

For the Digital Transformation project, our lawful basis is consent, as detailed below.

Legal condition(s) for personal data	Legal conditions for any special categories of personal data
Article 6(1)(a) the data subject has given consent to the processing of his or her personal data for one or more specific purposes.	Article 9(2)(a) - the data subject has given explicit consent to the processing of those personal data for one or more specified purposes, except where Union or Member State law provide that the prohibition referred to in paragraph 1 may not be lifted by the data subject.

How long do we keep your personal data?

Article 5(e) of the GDPR requires that personal data shall be kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed; personal data may be stored for longer periods insofar as the personal data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes subject to implementation of the appropriate technical and organisational measures required by the GDPR in order to safeguard the rights and freedoms of individuals.

Responses to research requests for the project, records of your participation in the research, along with any records of consent, will be stored for the duration of the research and deleted once the personal data is no longer required.

Your rights

You have a number of rights in relation to your personal information, which apply in certain circumstances.

You have the right;

- To access your personal information that we process
- To rectify inaccuracies in the personal information that we hold about you.

In some circumstances, you also have the right

- To have your details removed from systems that we use to process your personal data
- To restrict the processing of your personal data in certain ways
- To obtain a copy of your personal data in a structured electronic data file
- To object to certain processing of your personal data by us
- To request that we stop sending you direct marketing communications.

These rights are not absolute, and we may use an exemption set out in the legislation if fulfilling the right would legitimately impact the purpose of the research.

For personal information held by SCLD, the individual can approach SCLD's Evidence Programme Lead: Ruth.C@scl.d.co.uk

Contacting us about your personal data in the Digital Transformation Project

We work to high standards and take our legal responsibilities very seriously when it comes to processing your personal data. If you have queries, concerns or complaints, please email our the Evidence Programme Lead for SCLD: Ruth.C@sclد.co.uk

Or call us on: 0141 248 3733

If you remain dissatisfied, you can make a complaint about the way we process your personal data to the Information Commissioner's Office.

Details about this are on their website at www.ico.org.uk or call them on 0303 123 1113 (local rate call).