

**Health Finance, Corporate Governance & Value Directorate**

**Who we are**

We are the Health Finance, Corporate Governance & Value Directorate of the Scottish Government. Our head office is located at St Andrews House, Edinburgh

**Why we need your personal information?**

We collect personal information with every response we receive to our consultation on Future Pandemic PPE Supply in Scotland.

We will use your email address to send an acknowledgement of your response following submission. If you give consent to be contacted, we may also use it to contact you in the future in relation to the consultation.

Where permission is given, we will publish the consultation responses. We include personal data where permission has been given to do so. We never publish email or postal addresses.

Scottish Ministers are the data controller in respect of any personal data you provided when you agreed to participate in the consultation.

You can see [our Information Commissioner’s Office (ICO) registration here](https://ico.org.uk/ESDWebPages/Entry/Z4857137).

**What is our lawful basis?**

The lawful basis that enables us to use your personal information for the purpose of analysing responses to the consultation on future pandemic PPE supply in Scotland is Article 6(1) of the UK General Data Protection Regulation, more commonly known as the UK GDPR:

*(e)* ‘*Processing is necessary for a task carried out in the public interest*’

The lawful basis for collecting sensitive personal data is Article 9(2) of the UK GDPR:

*(g)* ‘*processing is necessary for reasons of substantial public interest.’*

**What we do with your data**

We will analyse your responses to the questions, whether submitted via the online survey, email or post We will then compile a report of the analysis which will help inform the next steps in deciding how to secure future pandemic PPE supply for Scotland.

The report will be anonymised, but where permission is given we will publish responses, including personal data where permission has been given to do so.

Where personal data is received by email or letter, only the information required to inform the consultation will be extracted. Additional personal data, such as email addresses, postal addresses, and any other information which can identify an individual will be deleted prior to analysis as it is not necessary for our purpose.

**How long is your data kept**

We only keep your personal information for the minimum amount of time necessary to carry out the purpose for which it was collected. The need to retain the data will be reviewed three months after closure of the consultation

**What are your rights**

You have a right of access to any personal data we hold about you by making a [Subject Access Request (SAR)](https://www.gov.scot/publications/subject-access-request-form/).

In addition, if you believe that the data we hold is inaccurate or incomplete you can ask us to update our records by contacting [dpa@gov.scot](mailto:dpa@gov.scot) .

To find out more about the rights you have over your personal data, please visit the ICO website [Your data matters | ICO](https://ico.org.uk/your-data-matters/)

**Complaints**

If you have concerns about the way we process and handle your personal information, in the first instance you should raise your concerns with our Data Protection Officer by email to [DataProtectionOfficer@gov.scot](mailto:DataProtectionOfficer@gov.scot)

If you are not satisfied with the response or believe we are not processing your personal data in accordance with the law you can raise this with the UK regulator for data protection, the Information Commissioner (ICO). You can access information on how to do this here [Raising a concern with an organisation | ICO](https://ico.org.uk/your-data-matters/raising-concerns/)