

30 April 2020

## Privacy Notice – Scottish Government

### Organisation

Scottish Government  
Data Protection Officer  
Victoria Quay  
Commercial Street  
Edinburgh  
EH6 6QQ

Data Protection Officer (DPO): [dataprotectionofficer@gov.scot](mailto:dataprotectionofficer@gov.scot)

### Individual's rights

You have a right of access to any personal data we hold about you, by making a Subject Access Request (SAR). In addition, if you believe that the data we hold is inaccurate or incomplete you can ask us to update our records. If you are unhappy with the way in which we process your personal data you can request that we stop or restrict the processing we complete using your personal data or ask us to delete the personal data we hold about you.

Find out more about your rights on the Information Commissioner's site.

In some circumstances we may not be able to comply with your request. This is because some of these rights are conditional and can only be applied in certain circumstances and/or where there is no compelling reason to continue to process your personal data.

### Why the information is needed and how it will be used

The data you provide will be passed on to the third party supplier in order to allow your organisation access to this service. The Scottish Government, as data controller, is required to have a legal basis when using personal information and the processing of the information required is necessary for the Scottish Government to perform this task in the public interest.

The Scottish Government intends to store your details for the duration of the contract with the third party supplier and will pass on your details to the third party supplier. You have the right to ask for the data stored by the Scottish Government to be deleted or amended and can do this by writing to: [PPEDirector@gov.scot](mailto:PPEDirector@gov.scot). Please include '*Request to amend data stored*' in the subject line.