

Privacy Notice for DECC Independent Evaluation of Sustainable Scotland Network

GC Insight has invited you to take part in research on behalf of the Scottish Government. Before you agree to take part, we want you to know exactly how your personal data is going to be used.

This Privacy Notice should give you all the information you need to help you to decide if you want to take part in the research. If you would like to find out more, there are details at the end of this document about how to get in touch, and we would be happy to help.

What is this about?

Sustainable Scotland Network (SSN) carries out the management and administration of annual reporting duties, on behalf of the Scottish Government, for approximately 180 public bodies that have responsibility for legislative climate change reporting duties as outlined in the Climate Change (Scotland) Act 2009. Alongside this service, SSN provides capacity building and professional support, knowledge exchange and peer learning, policy and strategic leadership to members on climate change mitigation and adaptation activities. The wider membership consists of approximately 600 public sector members.

GC Insight has been commissioned to undertake an evaluation of the governance, process, impacts and value for money of the services that SSN provides. The evaluation intends to find out: the impact the SSN has on Scottish public bodies in delivering their climate change duties and sustainability goals; the perceived value of SSN's broader activities; what has worked well about the delivery of SSN's services; and what can be improved about these services.

The evaluation involves:

1. Scoping consultations with [SSN steering group members](#)
2. In depth qualitative interviews with [SSN members](#) that are subject to climate change duties under the Climate Change (Scotland) Act 2009 and also with members that are otherwise engaged in SSN
3. In depth qualitative interviews with [governance and delivery stakeholders](#) involved in the delivery of SSN
4. An online survey of [SSN members](#)

Data from the above will be analysed and synthesised to produce findings outputs for Scottish Government to answer the evaluation questions.

What will it involve?

If you are invited to take part in the online survey (SSN members):

You will receive an email explaining in more detail the purpose of the survey, together with a link to use for completion. The survey should take approximately 20 minutes to finish. Your responses will be kept anonymous. The survey will explore the impact of SSN on public bodies' climate change duties and

sustainability goals, the perceived value for money of SSN services to the public sector, what is working well about the Network and where the opportunities for improvement may be.

If you are invited to take part in the consultations or qualitative interviews (SSN steering group members, SSN members, governance and delivery stakeholders):

Qualitative interviews and consultations will take place over Teams and include audio and video recording. One of the team will email you and invite you to take part at a time that is convenient. Interviews will take approximately 45 minutes to 1 hour. These interviews will explore your views as to the impact of SSN on public bodies' climate change duties and sustainability goals, how effective the governance and funding arrangements are in meeting your organisation's needs, the perceived value for money of SSN services to the public sector, what is working well about the Network and where the opportunities for improvement may be.

You DO NOT HAVE to take part. It is completely up to you whether you do or not. And if you decide at any time to change your mind about taking part, you can do so without giving a reason.

Which organisations are involved in the evaluation?



The Scottish Government's role in Sustainable Scotland Network (SSN) is to provide funding and policy direction, and to ensure public sector compliance with climate duties. It supports the network to drive public sector action on net-zero targets and mandates annual climate reporting.



The Sustainable Scotland Network (SSN) supports over 600 professionals across Scottish public bodies to drive action on climate change, aiming for net-zero emissions by 2045 by providing guidance, peer-to-peer networking, and training to help organizations meet their mandatory climate reporting duties.



The independent consultancy asked by Scottish Government to evaluate the governance, process, impacts and value for money of the services SSN provides.

What information will you have about me?

Ahead of asking you to take part in the evaluation Scottish Government has provided GC Insight with your contact details as either a member, steering group member or stakeholder of SSN. The details include your name, your role, the organisation you work in and your contact details.

If you choose to take part in the research, we will additionally collect information relating to your experiences, thoughts and opinions on SSN.

How will my information be stored?

Only the people in the research team at GC Insight will be able to see your responses to the survey/interview linked to your identifying details (e.g. your name or organisation).

Our digital systems and internal processes comply with GDPR and other data processing regulations. Once we have finished collecting responses from everyone, we will combine them all so that we can analyse and report our findings to Scottish Government. We may include quotes in our reports; however whilst we will not attribute these to any individual and will do our best to remove identifying data, owing to the small and specific pool of respondents there might be a possibility that you could be identified from your quote.

Your personal data will be kept for no more than six months after we have finished the project. At the moment, we expect this to be April 2027.

What can I do if I'm not happy with how my information is being used?

At any point, you can choose to not take part in the research, or for your information to be shown to you, changed or deleted. If you want to make a complaint about how your information is being stored or used, you can contact:



0161 528 1660 or dataprotection@gcinsight.co.uk

0303 123 1113 <https://ico.org.uk>

Is there any other information I might need to know?

Because we are looking after your personal data, there are certain laws that we need to obey, and certain things that we need to share with you.

Laws and codes	We follow the UK General Data Protection Regulation (GDPR) and the Data Protection Act (2018).
Data controller and data processor(s)	The data controller for your personal data for data protection purposes is Scottish Government. The data processor is GC Insight.
What is 'personal data'?	Personal data is defined under the General Data Protection Regulation (GDPR) as "any information relating to an identifiable person who can be directly or indirectly identified by reference to an identifier".

<p>Lawful basis for processing</p>	<p>Under the UK GDPR, the lawful bases we are relying on for processing your data are:</p> <p><u>Legitimate interest</u> – the Scottish Government will share your contact data under the lawful basis of performing a public task. This approach is justified as it serves the public interest by enabling an assessment of whether the SSN is functioning as intended and identifying potential areas for improvement.</p> <p><u>Consent</u> – the information you share with us when you participate in the interviews is done so under ‘consent’. This means that you have told us that you are happy to share this information with us.</p>
<p>Where your data is stored</p>	<p>All of the information we have about you, or we collect during the feedback group will be kept in either the UK or the European Union.</p> <p>Your data will be stored in restricted access folders on our secure servers.</p>
<p>Important details about GC Insight</p>	<ul style="list-style-type: none"> • Our address: Lee House, 90 Great Bridgewater Street, Manchester, M1 5JW • Our phone number: 0161 528 1660 • Our email address: enquiries@gcinsight.co.uk • Our company number: 3162288 • We are registered with the Information Commissioner’s Office and our number is: ZB696723
<p>Who else might have access to your personal data</p>	<p>We may have to share your personal data with:</p> <ul style="list-style-type: none"> • Third party service providers that provide the necessary IT systems and software for us to be able to work.