Privacy Notice for the 6 Year Evaluation of the National Manufacturing Institute Scotland

GC Insight has invited you to take part in research on behalf of Scottish Enterprise. Before you agree to take part, we want you to understand how your personal data will 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?

The National Manufacturing Institute Scotland (NMIS) supports manufacturing innovation, technology adoption, collaboration and skills development across Scotland through its centres, facilities and programmes.

GC Insight has been commissioned by Scottish Enterprise to undertake an independent evaluation of NMIS across its first six years of delivery. The evaluation will assess implementation, delivery effectiveness, outcomes, emerging impacts and value for money, and identify practical learning to inform future policy, delivery and investment decisions.

The evaluation involves:

1. Strategic stakeholder consultations with representatives from Scottish Enterprise, NMIS, the University of Strathclyde and wider partner organisations
2. In-depth interviews with businesses and organisations that have engaged with NMIS support
3. A mixed-mode business survey, using telephone and web-based approaches
4. A web-based survey of individuals who have engaged with NMIS skills programmes or related training activity

The evidence collected will be analysed alongside programme documents and monitoring data to produce interim, draft and final evaluation findings for Scottish Enterprise.

What will it involve?

If you are invited to take part in a survey:

You will receive information explaining the purpose of the survey and how to take part. Depending on the participant group, the survey may be completed by telephone or online. It will explore your experience of NMIS, satisfaction with the support received, changes in knowledge, skills or business capability, and any wider outcomes or impacts. Participation is voluntary, and reporting will use aggregated and anonymised findings.

If you are invited to take part in a consultation or qualitative interview:

A member of the GC Insight team will contact you to arrange an online interview at a convenient time. The discussion will explore your experience of NMIS, delivery effectiveness, outcomes, additionality and wider benefits. With your agreement, the interview may be audio recorded or transcribed using Microsoft Teams to support accurate note-taking.

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?

Scottish Enterprise is the client commissioning the evaluation and the data controller. It will provide strategic oversight and, where necessary, relevant contact, monitoring and programme data for the research.

GC Insight is the independent consultancy commissioned by Scottish Enterprise to evaluate NMIS. GC Insight is the data processor and will manage the research, analysis and reporting.

What information will you have about me?

Scottish Enterprise and/or NMIS may provide GC Insight with relevant contact and organisational details so that we can invite you to participate. These may include your name, role, organisation, email address and telephone number, where available. Contact details may also be supplemented using publicly available organisational information.

If you choose to take part, we will also collect information about your experience of NMIS, your views and opinions, and any outcomes or impacts you report. For business participants, this may include information about organisation size, sector, location, employment, turnover, innovation activity and anticipated or realised impacts where relevant.

How will my information be stored?

Only authorised members of the GC Insight research team will be able to access research responses linked to identifying details such as your name or organisation.

Our digital systems and internal processes comply with UK GDPR and other applicable data-protection requirements. We will combine and analyse responses and report findings to Scottish Enterprise in an aggregated and anonymised form. We may include quotations, but these will not be attributed to named individuals. We will remove identifying details where possible; however, because some stakeholder groups are small or specialised, there remains a possibility that a participant could be identifiable from contextual information.

Your personal data will be retained until six months after the evaluation is completed. It will then be securely deleted in line with the agreed project retention and disposal arrangements.

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 is Scottish Enterprise. 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".
Lawful basis for processing	Under UK GDPR, Scottish Enterprise is expected to rely on public task when sharing and processing contact, monitoring and programme data needed to evaluate publicly funded innovation infrastructure. **Public task** – contact, monitoring and programme data may be processed where necessary to support Scottish Enterprise's public function of assessing the effectiveness, outcomes and impact of publicly funded innovation support. **Consent** – participation in surveys, interviews, consultations and workshops is voluntary. Information you provide through participation will be processed on the basis that you have consented to take part, and you may withdraw from the research without giving a reason.
Where your data is stored	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. Your data will be stored in restricted access folders on our secure servers.

Important details about GC Insight	• 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
Who else might have access to your personal data	We may have to share your personal data with: • Third party service providers that provide the necessary IT systems and software for us to be able to work.