
EVA SCOTLAND SURVEY PRIVACY NOTICE

INTRODUCTION

We understand that the privacy of all of our members is important to them and that they care about how their personal data is used. In this Privacy Notice, we refer to them, all of those individuals as “you” for convenience.

We respect and value your privacy and will only collect, hold, use, or share your personal data in ways that are described here, and in a way that is consistent with our obligations and your legal rights.

1. Information about us

EVA Scotland is incorporated under the Companies Act 2006 as a Community Interest Company; is a private company, the company is limited by guarantee; and the situation of the registered office is in Scotland. The company number is SC569460 and the registered address is: 64 Craighouse Avenue, Edinburgh EH10 5LL.

Data Protection Officer: Alister Hamilton

Email address: info@eva.scot

Telephone number: 07879511798

Postal address: 64 Craighouse Avenue, Edinburgh EH10 5LL

2. What does this Notice cover?

This Privacy Notice explains the types of your personal data that we collect, how it is collected, how it is held, how we use it, and how it is processed. It also explains your rights under data protection legislation¹ relating to your personal data. Further information about your rights can also be obtained from the Information Commissioner’s Office or your local Citizens Advice Bureau.

3. What is “personal data”?

Personal data is any information relating to an identifiable person who can be directly or indirectly identified in particular by reference to an identifier. Personal data is, in simpler terms, any information about you that enables you to be identified. Personal data covers obvious information such as your name and contact details, but it also covers less obvious information such as identification numbers, electronic location data, and other online identifiers. The personal data that we collect and use is set out in paragraph 5 below.

4. What are my rights?

Under the data protection legislation, you have the following rights, which we will always work to uphold. You have the right to:

- a) be informed about how we process your personal data;
- b) access and be given a copy of the personal data we hold about you. (See paragraph 10 below about this);
- c) require us to correct any personal data that we hold about you if any of it is inaccurate or incomplete;
- d) be forgotten: in certain circumstances you have a right to have your personal data erased from our records;

¹ The “data protection legislation referred to” in this Notice is the General Data Protection Regulation (EU Regulation 2016/679) and the Data Protection Act 2018.

- e) restrict (i.e. prevent) the processing of your personal data;
- f) object to the way we process your personal data (e.g. for direct marketing);
- g) withdraw consent: if we are relying on your consent as the legal basis for using your personal data, you are free to withdraw that consent at any time;
- h) data portability: the right in certain circumstances to have us transfer your personal data to another organisation; and
- i) not be subject to a decision based solely on automated processing (including profiling) which produces legal effects on you. We do not use your personal data in this way.

As to how to contact us for more information about our use of your personal data or exercising your rights as outlined above, see paragraph 11 below.

It is important that your personal data is kept accurate and up-to-date. If any of the personal data we hold about you changes, please keep us informed as long as we have that data.

If you wish to make a complaint about our use of your personal data, you have the right to lodge a complaint with the Information Commissioner's Office but please contact us first (see paragraph 11 below) so that we might try to resolve your concerns ourselves.

5. What personal data do you collect and how?

We may collect and hold some or all of the personal data set out below, using the methods set out there. We do not collect any sensitive personal data or personal data relating to children or data relating to criminal convictions and/or offences.

Data collected	How we collect the data
Identity Information including: gender, age, nationality.	Provided by you via our online survey.
Contact information including: email address.	Optionally provided by you via our online survey.
Data, including responses to our online survey questions.	Provided by you via our online survey.

6. How do you use my personal data?

Under UK data protection legislation, we must always have a lawful basis for using personal data. The following table describes how we may use your personal data, and our lawful bases for doing so:

What we do	What data we use	Our lawful basis
Supplying our services to you.	Collating responses from all respondents to questions within our online survey.	Legitimate interests to improve customer service and membership development.
Communicating with you.	In the event of you winning any prize draw for the survey, we will communicate this to you by email. To provide additional information regarding our	Legitimate interest to deliver any advertised reward for completing the survey. Legitimate interest in promoting our services.

	service at your request	
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With your permission, we may use your personal data for marketing purposes, which may include contacting you by email with information about our products or services. You will not be sent any unlawful marketing or spam. We will always work to fully protect your rights and comply with our obligations under the UK data protection legislation and the Privacy and Electronic Communications (EC Directive) Regulations 2003, and you will always have the opportunity to opt-out.

We will only use your personal data for the purpose(s) for which it was originally collected unless we reasonably believe that another purpose is compatible with that or those original purpose(s) and need to use your personal data for that purpose. If we do use your personal data in this way and you wish us to explain how the new purpose is compatible with the original, please contact us using the details in paragraph 11 below.

If we need to use your personal data for a purpose that is unrelated to, or incompatible with, the purpose(s) for which it was originally collected, we will inform you and explain the legal basis which allows us to do so.

In some circumstances, where permitted or required by law, we may process your personal data without your knowledge or consent. This will only be done within the bounds of the data protection legislation and your legal rights.

7. **How long will you keep my personal data?**

We will not keep your personal data for any longer than is necessary in light of the reason(s) for which it was first collected. Your personal data will therefore be kept for the following periods (or, where there is no fixed period, the following factors will be used to determine how long it is kept):

Type of data	How long we keep it
Identity Information including: gender, age, nationality.	No fixed period. Anonymous information from the survey may be collated from all respondents and compared over an annual basis.
Contact information including email address.	6 months
Data, including responses to our online survey questions.	No fixed period. Anonymous information from the survey may be collated from all respondents and compared over an annual basis.

8. **How and where do you store or transfer my personal data?**

We will only store or transfer your personal data within the UK. This means that it will be fully protected under the data protection legislation.

The security of your personal data is essential to us, and to protect your data, we take a number of important measures, including the following:

- limiting access to your personal data to those employees with a legitimate need to know and ensuring that they are subject to duties of confidentiality;
- procedures for dealing with data breaches (the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, your personal data) including notifying you and/or the Information Commissioner's Office where we

are legally required to do so;

9. Do you share my personal data?

We will not share any of your personal data with any third parties for any purposes, subject to the following exceptions.

We may sometimes contract with the following third parties to supply a summary of anonymised survey responses.

Recipient	Activity carried out	Sector	Location
Media outlets	Print media, news media, radio and television.	Media	Scotland, UK, EU
Government agencies	Transport	Government	Scotland, UK, EU
Academic publishers	Academic publication	Publishing	Scotland, UK, EU, World
Communication Agencies	Communications and politics	Communications	Scotland, UK, EU
Social Media Channels	Communications	Electronic Communications	Scotland, UK, EU, World
E-mobility associations	Promotion of e-mobility	E-mobility	UK, EU, World

If any of your personal data is shared with a third party, as described above, we will take steps to ensure that your personal data is handled safely, securely, and in accordance with your rights, our obligations, and the third party's obligations under the law, as described above in paragraph 8.

10. How can I access my personal data?

If you want to know what personal data we hold about you, you can ask us for details of that personal data and for a copy of it (where any such personal data is held).

All such requests should be made in writing and sent to the email or postal address shown in paragraph 11.

We will respond to your request within 28 days of receiving it. Normally, we aim to provide a complete response, including a copy of your personal data within that time. In some cases, however, particularly if your request is more complex, more time may be required up to a maximum of three months from the date we receive your request. You will be kept fully informed of our progress.

11. How do I contact you?

To contact us about anything to do with your personal data and data protection, including to make an enquiry, please use the following details:

For the attention of Alister Hamilton, Data Protection Officer:

Email address: info@eva.scot.

Telephone number: 07879 511798.

Postal Address: 64 Craighouse Avenue, Edinburgh EH10 5LL.