

# ScotPHN Privacy Policy

ScotPHN is hosted by [NHS Health Scotland](#), a national NHS Board. ScotPHN has its own website.

We fully respect your right to privacy when using our services. Here you will find details of our privacy practices and what we do to maintain your right to privacy.

## What information do we collect about you?

We collect information about you and your organisation when you access any of our services online, by phone or in writing. We only collect the information we ask from you, that you give us and consent to it being processed for the purpose of delivering ScotPHN's support to national projects, national leadership groups and special interest groups and public health networks.

## How will we use the information we collect?

We process your information for the purpose of providing you with services from ScotPHN. This includes some or all of the following:

- Project group membership
- Network mailing list
- Membership of national leadership and special interest groups
- Membership of ScotPHN website including its private areas for groups

ScotPHN will not share this information with other organisations.

However, we may disclose the information to a third party where we have a legal obligation to do so. ScotPHN will not share with or sell your personal information to any other organisation.

## How do we look after your information?

The information we collect about you and your organisation is stored on NHS Health Scotland's systems. The ScotPHN website is hosted on SHOW. This website is hosted on a secure server by a third party in the UK, and is maintained by ScotPHN staff and a private developer.

The principles of the General Data Protection Regulation (GDPR) require us to make sure your data is accurate, kept up-to-date and that we keep it for no longer than is necessary.

To meet these requirements:

## **Website log files**

Using our website will generate log files of your activity. These files do not capture personal information but do capture the user's IP address. We store these log files on a secure server.

We use Google Analytics to analyse these files regularly to monitor website usage and evaluate the effectiveness of our website.

We make no attempt to identify individual users of this website, unless we suspect that unauthorised access to our systems is being attempted. We reserve the right to attempt to identify and track any individual who is reasonably suspected of trying to gain unauthorised access to computer systems or resources operating as part of ScotPHN web service. As a condition of using this site, all users give permission for ScotPHN to use its access logs to attempt to track users who are reasonably suspected of gaining, or attempting to gain, unauthorised access.

## **Your rights**

Under the General Data Protection Regulation (effective from 25 May 2018), there are a number of new rights relating to Data Protection:

You have the following rights:

- The right to be informed
- The right of access
- The right to rectification
- The right to erasure
- The right to restrict processing
- The right to data portability
- The right to object
- Rights in relation to automated decision making and profiling

You can find more information about these rights on the [Information Commissioner's website](#)

## **Access to your information, changes, and complaints**

To request a copy of the information that we hold about you, correct any information that is inaccurate, unsubscribe from our services, or withdraw your consent, you can contact us or write to us at:

ScotPHN  
c/o NHs Health Scotland  
Meridien Court,  
5 Cadogan St  
Glasgow  
G2 6QH

ScotPHN adheres to NHS Health Scotland's data protection practices. For enquiries about NHS Health Scotland (the Data Controller) data protection practices, you can contact Duncan Robertson, NHS Health Scotland's Senior Policy, Risk and Data Protection Officer by email at [duncanrobertson@nhs.net](mailto:duncanrobertson@nhs.net) or by phone on 0131 314 5436.

Should you wish to make a complaint about ScotPHN's collection or use of data, the UK's independent authority set up to uphold information rights in the public interest, promoting openness by public bodies and data privacy for individuals is the [Information Commissioner's Office](#).