

GDPR project form

Name of project	YTAS sector review 2023
Job number	RSS166
Client	YTAS
Intention for data collection and processing	To help YTAS to understand Scotland's youth theatre sector, and make plans to support the sector and develop it further.
Methodology	Web survey with representatives of youth theatre organisations based in Scotland.
Name of data controller	YTAS (Kenny McGlashan: Kenny@ytas.org.uk)
Name of data processor	Ruthless Research (Ruth Stevenson: ruth@ruthlessresearch.co.uk)
Legal grounds	Contacting potential respondents – Legitimate interests of YTAS New primary research – Implied consent of data subject Incentive prize draws – Consent of data subject
To what extent will the data be identifying, and how will any risk be mitigated?	In this survey we will ask you to provide the name and contact details of your organisation, along with information about the way that you deliver your work. YTAS will hold this information in a database for internal analysis purposes and will only share information from this database at an aggregated sector level. More specifically: Primary data files will be stored electronically in a password-protected folder, organisational level data will be transferred into a database which will be securely and indefinitely held by YTAS for internal use only, data used in final report will be pseudonymised and presented thematically mixed in with others, contact details for prize draw entries, YTAS mailing list and YTAS membership will be separated from the primary data files and held in a spreadsheet (password protected). The winner of the prize draw will be contacted to administer the prize. YTAS will re-contact individuals who indicate that 'yes' they would like to find out about membership, to provide membership information. YTAS will re-contact individuals who indicate that 'yes' they would like to join the YTAS mailing list, by adding them to the mailing list. Otherwise recontact will only be made if responses need to be clarified or supplemented for completeness.
How will the participant be notified of their rights?	Via the survey introduction text with linked detail.
Special categories	Not anticipated
Level of risk	Very low
Intention for future use of data	Organisational level data will be transferred into a database for analysis purposes Final written report for YTAS describing data at a sector level (likely to be disseminated and likely to be used ongoing to make evidence-based decisions)

Intention for storage of data	Organisational level data will be transferred into a database which will be securely and indefinitely held by YTAS for internal use only. Any other identifying data will be destroyed 6 months after the close of the project.
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About your rights

How Ruthless Research respects your data

- Ruthless Research projects are conducted in accordance with the Market Research Society Code of Conduct and GDPR;
- Any intentions to collect or re-use identifying data (e.g. audio recording, re-contacting, prize draws, participating in case studies, public use of identifying data) will be explicitly outlined in initial correspondence and will only happen with the consent of the participant.
- As standard, identifying data is deleted six months after the close of each project.

Your rights as a research participant

- You have the right to consent to participating in research without consenting to other specified components of the request and your preferences will be adhered to;
- You have the right to withdraw consent at any time;
- You have the right to access any data that can be identified as relating to you;
- You have the right to rectify any data that can be identified as relating to you;
- You have the right to restrict or object to the processing of any data that can be identified as relating to you;
- You have the right to port data by obtaining and reusing personal data for your own purposes across different services;
- You have the right to erasure of any personal data made public;
- You have the right to lodge a complaint with the supervisory authority in the Member State of residence. In the UK this is the ICO (www.ico.org.uk).

If you have any questions or wish to exercise any of these rights, please contact:

- Ruth Stevenson, Ruthless Research, ruth@ruthlessresearch.co.uk