

— OFFICE OF THE —

SCOTTISH ROAD WORKS COMMISSIONER

PRIVACY

Date policy adopted: 25/5/2018
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Review period: 3 years
Version number 2.0

Introduction

The Scottish Road Works Commissioner (The Commissioner) is an independent public official established under section 16 of the Transport (Scotland) Act 2005 and is accountable to the Scottish Ministers and ultimately the Scottish Parliament.

The Commissioner's purpose is to improve the planning, co-ordination and quality of road works throughout Scotland.

The Commissioner monitors performance, promotes and encourages good practice across both undertakers and roads authorities. The Commissioner also has powers to impose financial penalties on roads authorities who systematically fail in their duty to co-ordinate and upon undertakers who systematically fail to co-operate when undertaking road works.

What information do we collect about you?

We collect information about you when you contact us as part of a general enquiry, complaint, Freedom of Information (Scotland) Act/Environmental Information (Scotland) Regulations request or a Dial before you Dig request. Website usage information is collected using cookies. We also collect organisation representative contact details in order to carry out public task. Users of the Scottish Road Works Register (SRWR) should read the [SRWR Terms of Use](#).

How will we use the information about you?

We collect information about you to respond to your request or enquiry. We will contact representatives of other organisations as part of the public task of the office.

We will not share your personal information for marketing or any other purposes except where required by law.

If you are registered or have subscribed to a publication with the Scottish Road Works Commissioner, you will be contacted with relevant information that you have expressed an interest in or that might be of interest to you. You are always in control of your personal information. If at any time you wish us to stop contacting you, you are always able to unsubscribe by emailing to revoke your subscription.

We will always respect your privacy and any personal communication between you and ourselves. We will always comply with any data protection legislation currently in force.

Your information will not be passed or sold to any third party and will be held exclusively by the Scottish Road Works Commissioner. If your enquiry cannot be answered by the Commissioner but could be answered by another body, we will not pass your details to that body without your consent.

Access to your information and correction

You have the right to request a copy of the information that we hold about you. If you would like a copy of some or all of your personal information, please email or write to us at the following address: enquiries@roadworks.scot

We want to make sure that your personal information is accurate and up to date. You may ask us to correct or remove information you think is inaccurate.

Cookies

Cookies are text files placed on your computer to collect standard internet log information and visitor behaviour information. This information is used to track visitor use of the website and to compile statistical reports on website activity.

You can set your browser not to accept cookies. However, it is possible that some of our website features may not function as a result.

Other websites

Our website contains links to other websites. This privacy policy only applies to the Commissioner's website. When you link to other websites you should read their privacy policies separately.

Changes to our privacy policy

We keep our privacy policy under regular review.

How to contact us

Please contact us if you have any questions about our privacy policy or information we hold about you:

The Scottish Road Works Commissioner

E Spur, Saughton House

Broomhouse Drive

Edinburgh

EH11 3XD

Telephone: 0131 244 9936

e-mail: enquiries@roadworks.scot