

## **SPCB Privacy Notice**

This privacy statement explains how we (as “data controllers”) collect and use personal information about you (the “data subject”) when you tell us about item(s) of property that are lost/missing in the Parliament.

### **Lost and Found Property**

We need to know basic information about you such as your name, home address and contact information at the Scottish Parliament so that we can provide this service and return lost items to you should they be found on the premises at the Scottish Parliament. We will not collect any personal data about you that we do not need.

### **The categories of information processed**

We process **normal category** data about you such as your name, address (postal and email) and/or telephone number.

### **Source of the information**

We will receive personal information which you provide to us directly concerning any item(s) of property that you have identified as being lost/missing whilst attending at the Scottish Parliament, either for the purposes of your employment or as a visitor to the Scottish Parliament. We may also receive information about lost property from a third party such as the police.

### **The purposes of the processing**

The personal information that you give to us will be processed for the purposes of reuniting you with any item(s) of property which you have reported as either lost/missing.

### **The legal basis for processing**

In accordance with Article 6(1)(f) of the General Data Protection Regulation (GDPR), we have a legitimate interest to process your personal data for the purposes of returning item(s) which you have reported as being lost/missing whilst either working at or visiting the Scottish Parliament.

### **Data sharing**

The personal information that we receive about you so that we can provide this service may be shared with the police.

### **Retention of data**

The personal information that we receive about you is stored in a paper format and reviewed every three months. Personal information will be deleted as appropriate,

based on the outcome of the reviews. We will not retain your personal information for longer than is necessary.

## **Your rights**

The GDPR sets out the rights which individuals have in relation to personal information held about them by data controllers. These rights are listed below, although whether you will be able to exercise each of these rights in a particular case may depend on the purposes for which the data controller is processing the data and the legal basis upon which the processing takes place.

For example, the right to data portability does not apply where personal data is processed for the purposes of the legitimate interest pursued by the SPCB. This would be considered on a case by case basis and depends on what personal data is involved and the risks further processing of that data would pose to you.

The following rights will apply:

**Access to your information** – You have the right to request a copy of the personal information about you that we hold. For further information, see our Data Subjects' Access Requests Policy.

**Correcting your information** – We want to make sure that your personal information is accurate, complete and up to date and you may ask us to correct any personal information about you that you believe does not meet these standards.

**Deletion of your information** – You have the right to ask us to delete personal information about you where:

- You consider that we no longer require the information for the purposes for which it was obtained.
- You have validly objected to our use of your personal information – see Objecting to how we may use your information below.
- Our use of your personal information is contrary to law or our other legal obligations.

**Objecting to how we may use your information** – Where we use your personal information to perform tasks carried out in the public interest then, if you ask us to, we will stop using that personal information unless there are overriding legitimate grounds to continue.

**Restricting how we may use your information** – In some cases, you may ask us to restrict how we use your personal information. This right might apply, for example, where we are checking the accuracy of personal information about you that we hold or assessing the validity of any objection you have made to our use of your information. The right might also apply where this is no longer a basis for using your personal information, but you don't want us to delete the data. Where this right is validly exercised, we may only use the relevant personal information with your consent, for legal claims or where there are other public interest grounds to do so. Please contact us in any of the ways set out in the Contact information and further advice section if you wish to exercise any of these rights.

## Changes to our privacy statement

We keep this privacy statement under regular review and will place any updates on this website. Paper copies of the privacy statement may also be obtained using the contact information below.

This privacy statement was last updated on 22 November 2019 and will be reviewed within 12 months if not updated prior to that.

## Contact information and further advice

If you have any further questions about the way in which we process personal data, or about how to exercise your rights, please contact the Head of Information Governance at:

Governance at:

The Scottish Parliament

Edinburgh

EH99 1SP

Telephone: 0131 348 6913 (Calls are welcome through the Text Relay service or in British Sign Language through [contactSCOTLAND-BSL](#).)

Email: [dataprotection@parliament.scot](mailto:dataprotection@parliament.scot)



HAPPY TO **TRANSLATE**

Please contact us if you require information in another language or format.

Date	Version	Summary of changes
31 May 2019	1.0	
22 November 2019	2.0	Minor formatting changes and changes to the section on “Your Rights” to reflect the legal basis for processing.
13 January 2020	3.0	Change to the section on “The categories of information processed” by removing reference to special category data.

