

SPCB Privacy Notice

This privacy statement explains how we collect and use personal information about you for the following process:

Visitor Services – receiving details of Committee witnesses and advisers issuing passes to allow access to the building by Committee witnesses and advisers.

The categories of information processed

Normal category data such as your name and organisation.

Source of the information

Personal data is provided directly to Visitor Services from the Committee Office, committee clerks and committee administrative staff.

The purpose(s) of the processing

Personal data is collected and used to facilitate the attendance of committee witnesses and committee advisers at committee meetings.

The legal basis of processing

The legal basis for the processing of the data is that it is necessary for task carried out in the public interest in accordance with Art 6(1)(e) GDPR and section 8(1)(d) of the Data Protection Act (DPA). The public interest is to facilitate witness representation before Committees, which is a core task of the Scottish Parliament (Crown function).

The legal basis for sharing personal data (as set out below) is that it is necessary for the purposes of the performance of a legitimate interest of the Scottish Parliament Corporate Body (SPCB), in accordance with Art 6(1)(f) GDPR. The legitimate interest is the safety and security of the building and its occupants.

Data sharing

Personal data may be shared internally where necessary with other departments and the employees of the SPCB or the other Scottish Parliament passholders. Where necessary for security purposes, personal data may be shared with emergency services such as the police and with other security agencies.

Retention of data

Personal data is held electronically and deleted the day after the relevant committee meeting.

Your rights

Data protection legislation sets out the rights which individuals have in relation to personal data held about them by data controllers. Applicable rights are listed below,

although whether you will be able to exercise data subject rights in a particular case may depend on the purpose for which the data controller is processing the data and the legal basis upon which the processing takes place.

For example, the rights allowing for deletion or erasure of personal data (right to be forgotten) and data portability do not apply in cases where personal data is processed for the purposes of the performance of a task carried out in the public interest. 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.

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 12 December 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:
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

Complaints

We seek to resolve directly all complaints about how we handle personal information, but you also have the right to lodge a complaint with the Information Commissioner's Office online at: <https://ico.org.uk/make-a-complaint/>

Or by phone at: 0303 123 1113



HAPPY TO TRANSLATE

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

Date	Version	Summary of changes
25/05/2018	1.0	
12/12/2019	2.0	Privacy Notice updated to include reference to the Data Protection Act 2018 and changes to the section on "Your Rights" to reflect the legal basis for processing and minor formatting changes.

