

## **SPCB Privacy Notice – Corporate ID enquiries**

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

### **Corporate Identity enquiries**

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

For enquiries relating to use of the Scottish Parliament Corporate Identity, we process **normal category** data such as names, email addresses and telephone numbers.

#### **Source of the information**

Personal information is provided to us directly from individuals (“data subjects”). It may also be provided to us by other Scottish Parliamentary Corporate Body (SPCB) offices forwarding enquiries or requests they receive that relate to the Corporate Identity.

The enquiries may also contain information resources (products) that will be or have been placed in the public domain, for example distributed to constituents, placed online or made available at an event. Examples of products include MSPs’ annual reports, constituency adverts, office signage and conference material.

While these products contain the Corporate Identity, they may contain other personal information, such as photographs, postal address, email, social media contacts and phone numbers. As well as containing information relating to the data subjects, they may contain other personal information, such as names and organisations that an MSP may wish to highlight or other delegates at a conference or event.

#### **The purpose of the processing**

During the course of our work, we collect and use personal information for the purpose of managing and monitoring the use of the Scottish Parliament’s Corporate Identity.

#### **The legal basis of processing**

In terms of the General Data Protection Regulation (GDPR) we must have a legal basis for processing personal data.

The legal basis for processing of the personal data as described above is that it is necessary for a task carried out in the public interest (Article 6(1)(e) GDPR and s8(d) of the Data Protection Act (DPA)). The task is to manage and monitor the use of the SPCB’s corporate identity. The Corporate Identity was provided for the use of the SPCB by the Lord Lyon of Scotland. The Corporate Identity is subject to the laws of heraldry so its use must be monitored. The proper maintenance of this identity and

protection against misuse is in the public interest and a core function of the SPCB (Crown function under s8(d) DPA).

## **Data sharing**

The personal information is shared internally with other departments within the Scottish Parliament only where necessary. It is not shared with any third parties.

## **Retention of data**

Our data storage systems are currently under review and this privacy notice will be updated when appropriate. Personal information is stored electronically for the current parliamentary session. It is then deleted from our system or anonymised within six months of the end of the session. The only exception is for MSPs.

- We hold only enquiries relating to current MSPs. If a Member ceases to be an MSP before the end of a session, all enquiries relating to them will be deleted or anonymised within six months of their ceasing to be an MSP.
- Information relating to MSPs' office signage will be retained beyond the current session if the MSP continues to occupy the premises. We will delete or anonymise it within six months of receiving notice of the MSP's departure from the premises.

## **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 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 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 may 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 August 2020 and will be reviewed within 12 months if not updated prior to that.

### **Contact information and further advice**

If you have any questions about the way in which we process personal information, 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 and in British Sign Language through [contactSCOTLAND-BSL](#).)

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

### **Complaints**

We seek to resolve directly all complaints about how we handle your personal information, but you also have the right to lodge a complaint with the Information Commissioner's Office by email:

<https://ico.org.uk/make-a-complaint/>

Or by phone: 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	
12/08/2020	2.0	Privacy Notice updated to include changes to the section on “The legal basis for processing” with reference to the Data Protection Act 2018. To include changes to the section on “Your rights” to reflect the legal basis for processing. To include reference to the right to make a complaint to the ICO and minor formatting changes.