

## **SPCB Privacy Notice – COVID-19 Register of Experts**

This privacy notice sets out how the Scottish Parliament Information Centre (SPICe) collects and uses your name and contact details.

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

SPICe will process the following “normal category” information: names, email addresses, personal websites, university of employment, department, role, postal addresses and/or telephone numbers

### **Source of the information**

Personal information is provided to us by individuals (“data subjects”) by email.

### **The purpose(s) of the processing**

We process any personal information provided in order to collect and retain contact details, so we are able to provide expertise to Parliament staff, MSPs, MSP staff in relation to the COVID-19 pandemic.

Contact details may also be shared with Scottish Government officials for the sole purpose of responding the COVID-19 pandemic.

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

The legal basis is that it is a task carried out in the public interest (Art 6(1)(e) GDPR section 8(d) of the Data Protection Act 2018.

### **Consequences of not providing personal data**

If this personal data was not collected, Parliament staff would not be able to engage with experts or to include their details on the COVID-19 Register of Experts.

### **Data sharing**

Personal information may be shared internally with other departments within the Scottish Parliament. It may also be shared with MSPs and MSP staff.

Contact details may also be shared with Scottish Government officials for the sole purpose of responding the COVID-19 pandemic.

### **Retention of data**

When personal information is provided by email, the personal data will be held as long as the COVID-19 Register of Experts remains active which is expected to be for the duration of the COVID-19 pandemic and for a period of time afterwards. Following this, the contact details collected and held will be securely deleted by the Scottish Parliament.

## 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.

**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
- We are using that information with your consent and you have withdrawn your consent – see *Withdrawing consent to using your information* below
- 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** – You have the right at any time to require us to stop using your personal information for direct marketing purposes. In addition, 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 to 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.

**Automated processing** – If we use your personal information on an automated basis to make decisions which significantly affect you, you have the right to ask

that the decision be reviewed by an individual to whom you may make representations and contest the decision. This right only applies where we use your information with your consent or as part of a contractual relationship with you.

***Withdrawing consent to using your information*** – Where we use your personal information with your consent, you may withdraw that consent at any time and we will stop using your personal information for the purpose(s) for which consent was given.

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 1 April 2020

### **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](mailto:dataprotection@parliament.scot)



HAPPY TO **TRANSLATE**

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