

SPCB Privacy Notice

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

Recording and storing of CCTV footage across the Scottish Parliament campus (Security Office)

Type of information processed

Personal data processed consists of images of individuals.

Source of the information

The information is obtained through any individual coming into range of both internal and external camera range of the Scottish Parliament Campus.

The purpose(s) of the processing

The purpose of the processing is to assist in the provision of a safe and secure environment for all who access the Scottish Parliament building and its environs.

The purpose is also to help deter and detect crime within the Scottish Parliament building and its environs and provide evidential material for potential claims or court proceedings.

The legal basis of processing

The legal basis for the processing, is that it is necessary for a task carried out in the public interest (Art 6(1)(e) of the General Data Protection Regulation (GDPR) and section 8(d) of the Data Protection Act 2018 (DPA)). The task is to ensure the safety of the Scottish Parliament building and campus and all its occupants and visitors. As a publicly assessable building and outside area which attracts a great amount of public interest and activity, it is essential for the Scottish Parliament Corporate Body (SPCB), as the building's occupier, to monitor activities in- and outside the building. The building is an asset and a resource of the SPCB and its protection is a core task of the SPCB.

Data sharing

Data may be shared internally where necessary with other departments with employees of the Scottish Parliament Corporate Body or the police or other government security agencies only where and insofar as it is necessary to ensure the safety and security of the building and its occupants.

Retention of data

This data is held on secured servers for a period of thirty-one days where upon it is then automatically deleted. The system will also at the same time retain all door

transactions where authorised cards passes have been used and will automatically delete after thirty-one days.

CCTV Images saved in respect of an incident and where they may be used by Statutory authorities with powers to prosecute, (e.g. Customs and Excise; Trading Standards, etc.) will be retained for a period of sixty-one days before being automatically deleted.

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 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 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.

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 31 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 your personal information, but you also have the right to lodge a complaint with the Information Commissioner's Office:

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

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	
21/09/2018	2.0	
31/12/2019	3.0	Privacy Notice updated to include reference to the Data Protection Act 2018 and changes to the section on “The legal basis for processing” to remove reference to Article 9 GDPR and 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.