

SPCB Privacy Notice

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

Use of Broadcasting Office Freelance Contractors' contact information

Names, personal email addresses and home and/or mobile phone numbers of freelance Technical Operators contracted to the Scottish Parliamentary Corporate Body (SPCB).

The categories of information processed

We process **normal category** data such as the names, personal email addresses and home and/or mobile phone numbers of freelance Technical Operators who are contracted to the SPCB.

Source of the information

This information has been provided to the SPCB by the freelance Technical Operators (the data subjects).

The purpose(s) of the processing

The data is required to contact current freelance contractors to offer them work within the Scottish Parliament on an ad-hoc basis.

The legal basis of processing

The legal basis for the processing is that the processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract (Art 6(1)(b) GDPR).

Data sharing

This information is not shared with any other organisations or third parties.

Retention of data

Personal data is held securely on Scottish Parliament IT systems. It is updated on the advice of the data subject and removed either immediately after learning of the freelancer terminating their employment or within one year of the freelancer's relationship with the SPCB coming to an end where the freelancer has requested that we leave open the opportunity for them to return to work at the parliament. In which event we will hold onto their details for a year.

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 right to object to the processing of personal data does not apply where personal data is processed for reasons of the performance of a contract. 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.

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.
- Our use of your personal information is contrary to law or our other legal obligations.

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. 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 19 February 2020 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	
19/02/2020	2.0	Privacy Notice updated to include deletion of the section on "Consequences of not providing data" and 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.

