

## **SPCB Privacy Notice**

This privacy notice explains how we will process your personal data when you engage with the Scottish Parliament remotely using video conference technology (such as Microsoft Teams) whilst social distancing measures remain in place during the Covid 19 outbreak.

### **The purposes of the processing**

Your views, experiences and expertise are essential to the working of the Scottish Parliament either when you provide information in the form of a submission during an online consultation session or where you engage in online meetings at the parliament.

**You do not have to participate in activities using video conference technology, however, if you choose to do so we will process your personal data in accordance with this privacy notice.**

All meetings or sessions using video conference technology will be recorded and published/used in accordance with this Privacy Notice.

### **Categories of personal data**

If you decide to take part in an online meeting we will process **normal category** personal data about you such as your name, e-mail address and contact telephone number and likeness. Occasionally this may include a mailing address. This information is required so that we can share information with you about the arrangements for the meeting, identify you during the meeting and provide feed-back about how information from the meeting was used.

Depending on what views or experiences you decide to share at the meeting, the information may be considered as **special category** personal data. This is a category of very private information. For example, this could include details about your own or another person's race or ethnic origin, political or religious views, sex life or sexual orientation, trade union membership, physical or mental health, genetic or biometric data.

### **The legal basis for processing**

Data protection law states that we must have a legal basis for handling your personal data in accordance with the General Data Protection Regulation (GDPR). The legal basis for processing your personal data (including collecting, holding, sharing and retaining your data) is that the processing is necessary for the performance of a task carried out in the public interest in terms of Art 6(1)(e) GDPR and section 8(d) of the Data Protection Act 2018 (DPA). For special category data processing is necessary for reasons of substantial public interest in terms of Art 9(2)(g) GDPR and section 10(3) and paragraph 6(2)(b), part 2, schedule 1, DPA.

## **Publishing your views**

Where you take part in an-online meeting at the Parliament, this may be recorded in which event your image and what you have said at the meeting may be recorded and shared with meeting participants.

## **Retention of personal data**

Your name and contact details may be added to our contact list to keep you up to date on any public engagement activities that you contributed to. These will be held securely on the Scottish Parliament systems and you can ask us to delete these contact details at any point. The details will be regularly updated.

Our normal practice is to contact you every 12 months to check if you are content for us to keep your contact details on file for these purposes. If you would like them to be removed, you can let us know by contacting the office who organized the event and we will do so.

If information within a meeting constitutes a public record it may be retained for permanent archiving with National Records of Scotland in fulfillment of the Parliament's legislative obligations.

## **Your Rights**

The GDPR sets out your rights. These rights can change depending on the legal reason we use to hold your personal information.

For example, the rights allowing for deletion or erasure (of your personal data) do not apply where we are relying on the public interest as the legal basis for sharing your information with the parliament.

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. You can 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 data to perform tasks carried out in the public interest then, if you ask us to, we will stop using that personal information, unless there is a good legal reason not to.

**Restricting how we may use your information** – in some cases, you may ask us to

restrict how we use your personal information.

Please contact us using the details below if you wish to use 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 25 June 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](mailto: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 by email at:

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

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
------	---------	--------------------

25/06/2020	1.0	N/A
------------	-----	-----