

SPCB Privacy Notice

This privacy statement explains how we collect and use personal information about you when we ask you for your name and contact details when handing in **retained items** on entering the parliament building. Retained items include sharp instruments, banners, flags, whistles, anything which may cause any harm to any building user or disruption to business, which is removed from persons entering the Scottish Parliament.

The categories of information processed

Normal category data including your name, address and telephone number for the purposes of contacting you to arrange for the return of the item(s).

Source of the information

The personal data is provided directly from you (the data subject) when attending at the Scottish Parliament.

The purpose(s) of the processing

When visitors enter the Scottish Parliament, they are required to hand in sharp instruments, banners, flags, whistles etc as we consider that such items could be used to inflict harm, or to interrupt or otherwise derail parliamentary business.

We store names, addresses, and telephone numbers for the purposes of contacting members of the public who do not collect these items on exiting the parliament building. These details will be used to contact visitors and ask them to collect their property. If this is not possible the parliament will attempt to return the items or arrange for them to be securely disposed of.

The legal basis of processing

The legal basis for processing personal data to carry out this service is that it is necessary for a task carried out in the public interest in accordance with 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 that item(s) which we consider could be used to inflict harm or to interrupt or otherwise derail parliamentary business are removed from individuals when they enter the Scottish Parliament.

The legal basis for contacting you for the purposes of returning the retained item(s) is that we have a legitimate interest to return the item(s) to you in accordance with Art 6(1)(f) GDPR.

Data sharing

The contact details you supply may be shared with the police if it is determined that the item handed in to the Security Office is an illegal item.

Retention of data

The contact details you supply will be retained for the day of your visit so that the retained item(s) can be returned to you at the end of your visit to the Scottish Parliament. If you fail to reclaim your item(s) on that day we will retain your details for up to 3 months so that we can get in touch with you to arrange for the items to be returned.

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. The right to data portability does not apply where personal data is processed for the purposes of the legitimate interest pursued by the SPCB. 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 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 22 November 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
22/11/2019	1.0	N/A