

SPCB Privacy Notice – Education and Outreach ‘Special event’ Bookings

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

Special events organised by Outreach Services

As part of its public engagement work, the Parliament’s Outreach Services team organises events and activities for members of the public to find out more about the Parliament and build their relationship with the institution. This might be a small community event for the public, or a CPD teacher training event.

The categories of information provided

We process **normal category** data including names, addresses and telephone numbers.

We may also process more sensitive, ***special category** data such as any particular dietary or accessibility requirements to facilitate your attendance at events and activities.

*Special category data consists of information revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, and the processing of genetic data, biometric data for the purposes of uniquely identifying a natural person, data concerning health or data concerning a natural person’s sex life or sexual orientation.

Source of the information

Personal data is provided to Outreach Services directly from individuals (data subjects) or other individuals or organisations on their behalf for the purposes of attending an event.

The purpose of the processing

We collect/use personal data for the purpose of making arrangements for an event at the Scottish Parliament or in a local community and responding to related enquiries. This information is not stored by the Parliament after the event.

Delegates may choose to provide data during the event for specific purposes (such as signing up to our electronic newsletter) and this would be processed in line with the privacy notice for such activities.

The legal basis of processing

In terms of the General Data Protection Regulation (GDPR) we must have a legal basis for processing personal data (including normal and special category data). To process special category data, we also require a separate condition for processing and, where applicable, a public interest condition in terms of Part 2, Schedule 1 to the Data Protection Act 2018 (DPA).

Increasing the awareness and understanding of the works of the Parliament, and engagement with the public is a task carried out in the public interest by the SPCB in accordance with Art 6(1)(e) GDPR, s8(d) DPA.

Special category data is processed in order to facilitate access for individuals who have additional requirements. The legal basis for processing special category data is that it is necessary for reasons of substantial public interest in accordance with Art 9(2)(g) GDPR, s10(3) of and para 6(1), 2(a) of Schedule 1 to the DPA.

Scotland Act 1998 gives SPCB the power to provide services. This includes our public engagement services. A service provider must make reasonable adjustments as required by s29(7)(a) of the Equality Act 2010. Complying with this duty is in the substantial public interest. In order to comply with duties under Equality Act, it is necessary to process some health-related data which is provided by the data subject or their representative in order to make arrangements to visit the Parliament. Processing personal data relating to protected characteristics enables the SPCB to make reasonable adjustments. This does not interfere with the rights of the data subjects disproportionately because the data subjects provide the data themselves, they are not under an obligation to provide the data to us and we only keep the data for the minimum time necessary to comply with the statutory obligation.

Data sharing

For regional visits by the Presiding Officer, the delegate list for an event may be shared with the Scottish Parliament Presiding Officer's team for the purposes of briefing the Presiding Officer on who will be attending the event.

Data may be shared where necessary with Members of the Scottish Parliament and their staff, the police and other government security agencies, where necessary for security purposes. Individual names are not provided and data shared is aggregated within the group / event.

For public engagement events the Parliament is organising in partnership with a third party (e.g. an external body dealing with Professional Development of Teachers), the Parliament will share personal data with the partner as required for access arrangements. It will be deleted from the Parliament systems once the event has occurred.

The delegate list for this event will be shared with the Scottish Parliament Presiding Officer's team for the purposes of briefing the Presiding Officer of who will be attending the event.

Photographs may be taken at the event as described in the paragraph below and these may be used on social media and the Scottish Parliament's [website](#).

Retention of data

Personal data is retained securely in either electronic or paper form and then deleted automatically or destroyed after the event has passed.

Voice-mails will be deleted as soon as your message has been dealt with. Personal information provided in voice-mails may be transferred to written data retained in electronic or paper form and will be deleted or destroyed as outlined above.

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 right allowing for deletion or erasure of personal data (right to be forgotten) and the right of 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 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.

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 10 August 2020 and will be reviewed within 12 months if not updated prior to that..

Contact information and further advice

If you have any questions about the way in which we process personal information, 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 and 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
23/05/2018	1.0	
10/08/2020	2.0	Privacy Notice updated to include reference to the Data Protection Act 2018 and to the definition of special category data. To include changes to the section on “Your rights” to reflect the legal basis for processing. To include reference to photography and filming at an event. To include reference to the right to make a complaint to the ICO and minor formatting changes.