

SPCB Privacy Notice

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

Test and Protect for Visitors to the Scottish Parliament

For the health and safety of visitors to the Scottish Parliament we are asking you to assist the Scottish Parliamentary Corporate Body to support NHS Scotland's Test and Protect strategy. The information you provide to the Scottish Parliament will be used to enable NHS Scotland to contact you should you have been in the premises around the same time as someone who has tested positive for coronavirus. Contacting people who might have been exposed to the virus is an important step in stopping the spread.

The Health Protection (Coronavirus) (Restrictions) (Scotland) Amendment (No. 11) Regulations 2020 make collection of information mandatory for certain hospitality services namely where visitors are buying food or drink to be consumed on the premises. Even where such data collection is not mandatory, the Parliament has taken the policy decision to collect this information from all visitors to ensure we are taking all reasonable measures to protect passholders and visitors to the Parliament and support efforts to contain the spread of coronavirus.

More information about Test & Protect is contained in the [Scottish Government Guidance on the collection of visitor contact details](#)

The categories of information processed

Personal data, as defined by the General Data Protection Regulation (GDPR) e.g. names, addresses and telephone numbers.

Type of data collected

Along with the date and time of your arrival we will collect the following personal data.

- your name
- and
- contact telephone number

If you do not have a telephone number, you have the option to provide:

- a postal address
- or
- an email address

Health information nor any other special category personal data as defined in GDPR, will not be requested or stored by the Scottish Parliamentary Corporate Body.

Source of the information

Test and protect information is provided to the Scottish Parliament directly by individuals (the data subjects). We will request information relating to a close family group from the lead individual for that group.

The purpose of the processing

The purpose for which the Scottish Parliamentary Corporate Body is processing your personal data is to assist with NHS Scotland's Test and Protect strategy in relation to the coronavirus public health epidemic. This involves gathering and, when necessary, the sharing of information with NHS Scotland as the responsible body for Test and Protect. Your data will not be used for any other purpose.

In order to assist in the containment of the virus, we will only share your data when it is requested directly by NHS Scotland. If requested, information will be transferred securely to NHS National Services Scotland who will use the data to contact trace those who were in the establishment at the same time as the positive case, and will provide guidance and support to those who may be advised to self-isolate.

Read [further information on the NHS Scotland Test and Protect strategy](#) on the NHS website.

The legal basis of processing

The legal basis for the processing of personal data is that it is necessary for a task carried out in the public interest (Art 6 (1)(e) GDPR, s8(d) DPA.) To the extent that the Parliament's premises are covered by The Health Protection (Coronavirus) (Restrictions) (Scotland) Amendment (No. 11) Regulations 2020 the legal basis is that processing is necessary for compliance with a legal obligation to which the controller is subject (Art 6(1)(c) GDPR).

Data Sharing

The information provided to the Scottish Parliamentary Corporate Body will only be shared, upon request, with NHS Scotland to assist with NHS Scotland's Test and Protect strategy in relation to the coronavirus public health epidemic. The information you provide will not be used by the Scottish Parliamentary Corporate Body for any other purpose.

Retention of data

Your personal data will be retained only for the purposes stated in this privacy notice and will be held by us for no more than 23 days, this is to ensure we retain the data

for the 21 day period recommended by the Scottish Government as this allows time for the virus incubation period (14 days) and follow up contact tracing (7 days).

All personal data you provide will be held electronically and automatically disposed of in a safe and secure manner within 23 days.

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.

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
- We are using that information with your consent and you have withdrawn your consent – see *Withdrawing consent to using your information* below
- You have validly objected to our use of your personal information – see *Objecting to how we may use your information* below
- Our use of your personal information is contrary to law or our other legal obligations.

Objecting to how we may use your information – You have the right at any time to require us to stop using your personal information for direct marketing purposes. In addition, 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.

Automated processing – If we use your personal information on an automated basis to make decisions which significantly affect you, you have the right to ask that the decision be reviewed by an individual to whom you may make representations and contest the decision. This right only applies where we use your information with your consent or as part of a contractual relationship with you.

Withdrawing consent to using your information – Where we use your personal information with your consent, you may withdraw that consent at any time and we will stop using your personal information for the purpose(s) for which consent was given.

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: 17 August 2020

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



HAPPY TO TRANSLATE

Please contact us if you require information in another language or format.