

SPCB Privacy Notice

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

Artists, Subjects, Lenders and Donors Information stored on collection management system

The purpose of the processing

Information regarding artists who have exhibited work at the Scottish Parliament, the subjects of the work, donors to the collection and lenders who are loaning works of art to the Art Collection are held electronically in our catalogue system in order to facilitate collection management.

The Categories of Information processed

'Normal' category data: title, name, email address and other contact information.

Special category data: some special category data relating to an artist or the subject of the work (for example, disability information or sexuality) may be recorded in our catalogue system if this information is directly relevant to, or otherwise informs, an artist's work and the artist or the subject have themselves put that information into the public domain.

Source of the information

Personal information is provided directly by the artists, subjects, lenders and donors themselves or indirectly via their agents or representatives.

The Legal basis of Processing

The legal basis for the processing of the personal data as described above is that it is necessary for the performance of a task carried out in the public interest (Art 6(1)(e) GDPR and section 8(d) of the Data Protection Act 2018). The tasks carried out in the public interest here are the SPCB's tasks of facilitating curation activity and collections management for the purposes of promoting public engagement with the Parliament and education in relation to the Parliament and its Art Collection.

As regards, any special category data, the legal basis for the processing of any such data is that it is necessary for the performance of a task carried out in the public interest (Art 9(2)(g) GDPR and paragraph 6(2)(b) of Schedule 1 of the Data Protection Act 2018). The tasks carried out in the public interest here are the SPCB's tasks of facilitating curation activity and collections management for the purposes of promoting public engagement with the Parliament and education in relation to the Parliament and its Art Collection.

Retention of Data

Details of artists, subjects, lenders and donors are held electronically and retained for the lifetime of the artwork or loan period plus 5 years in line with the SPCB Records Retention Schedule.

Data sharing

Personal information such as contact details are not shared with any other organisation or third party. The names of artists, subjects, lenders and donors, sometimes with their date of birth, appear alongside artwork within the Parliament building, on the Parliament website and other social media platforms where artworks are promoted.

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 – Unless the processing continues to be necessary for the performance of a task carried out in the public interest, 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
- 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 – Where we process 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 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 [21 August 2018].

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.