Privacy Notice
Participants of the 20\textsuperscript{th} Anniversary Celebration Event - 29 June 2019

Afternoon activities

**SPCB Privacy Notice**

This privacy statement explains how we collect and use personal information about you in connection with your participation in the 20\textsuperscript{th} Anniversary Celebration Event (the “Event”).

**The purpose of the processing**

Where we enter into a contract with you, we hold some personal data about you in order to fulfil our obligations under the contract, such as payment of fees and travel expenses. We also hold some of your personal data in order to plan and facilitate the Event.

If you provide us with details of individual participants and performers who are invited to take part in the Event, or individual representatives of your company or organisation, these will be held for administrative purposes and to facilitate the planning process of the Event insofar as necessary.

The SPCB will also produce some video and photography footage of the Event. Photographs of the Event may be used for promoting the role of the Scottish Parliament in educational material, on the Scottish Parliament’s website and social media accounts.

For more information about the SPCB’s privacy notice on filming and photography at the Scottish Parliament, please visit the website [https://www.parliament.scot/aboutthe.parliament/108320.aspx](https://www.parliament.scot/aboutthe.parliament/108320.aspx)

**The categories of information processed**

The personal data used is “normal category” data in accordance with the General Data Protection Regulation’s definition i.e., title, name, the name of the organisation the participant is representing, and contact details.

If you supply us with any information relating to your health in order to allow us to make special accessibility arrangements to facilitate your visit, this information will be “special category data”.
Source of the information

Information regarding Event participants and performers is provided directly by individuals themselves or through the organisation they represent or third-party representatives representing the participants and performers.

The legal basis of processing

The legal basis for processing the personal data is that it is necessary for the performance of the contract the SPCB enters into with you (Art 6(1)(b) GDPR).

or because the processing is necessary for a task carried out in the public interest (Art 6(1)(e) GDPR). In this case, the public interest task is to facilitate an event marking an important anniversary of the Scottish Parliament.

If you provide us with any health-related information, the processing is necessary for a task carried out in the substantial public interest, which is our compliance with equalities legislation.

Retention of Data

Details of Event participants and performers are retained electronically for 5 years in line with the SPCB Records Management Retention Schedule.

Data sharing

Data may be shared internally where necessary with other departments and employees of the Scottish Parliament Corporate Body. On expiry of the retention period, details of participants and performers may be passed to the National Records of Scotland with a view to permanent historic preservation.

For the transfer of data to the National Records of Scotland, the legal basis is that it is necessary for archiving purposes in the public interest (Art 6(1)(e) GDPR, section 8(d)Art Data Protection Act 2018.)

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.
- Our use of your personal information is contrary to law or our other legal obligations.

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.

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.

This privacy statement was last updated on 12 June 2019.

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