

SPCB Privacy Notice

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

Recording and storing of CCTV footage across the Scottish Parliament campus (Security Office)

Type of information processed

Personal data processed consists of images of individuals.

Source of the information

The information is obtained through any individual coming into range of both internal and external camera range of the Scottish Parliament Campus.

The purposes of the processing

The purpose of the processing is to assist in the provision of a safe and secure environment for all who access the Scottish Parliament building and its environs.

The purpose is also to help deter and detect crime within the Scottish Parliament building and its environs and provide evidential material for potential claims or court proceedings.

The legal basis of processing

The legal basis for the processing, is that it is necessary for a task carried out in the public interest (Art 6(1)(e) of the UK General Data Protection Regulation (UK GDPR) and section 8(d) of the Data Protection Act 2018 (DPA)). The task is to ensure the safety of the Scottish Parliament building and campus and all its occupants and visitors. As a publicly assessable building and outside area which attracts a great amount of public interest and activity, it is essential for the Scottish Parliament Corporate Body (SPCB), as the building's occupier, to monitor activities in- and outside the building. The building is an asset and a resource of the SPCB and its protection is a core task of the SPCB.

Data sharing

Data may be shared internally where necessary with other departments with employees of the Scottish Parliament Corporate Body or the police or other government security agencies only where and insofar as it is necessary to ensure the safety and security of the building and its occupants.

Retention of data

This data is held on secured servers for a period of thirty-one days where upon it is then automatically deleted. The system will also at the same time retain all door transactions where authorised cards passes have been used and will automatically delete after thirty-one days.

CCTV Images saved in respect of an incident and where they may be used by Statutory authorities with powers to prosecute, (e.g. Customs and Excise; Trading Standards, etc.) will be retained for a period of sixty-one days before being automatically deleted.

Your rights

Data protection legislation sets out the rights which individuals have in relation to personal data held about them by data controllers. Applicable rights are listed below. You can exercise your data subject rights in particular circumstances depending on the purpose for which the data controller is processing the data and the legal basis upon which the processing takes place.

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 information on how to make a data protection subject access request:

[Request personal information about you that we hold | Scottish Parliament Website](#)

Correcting your information – You have the right to ask us to correct the personal data we hold about you. 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 – 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.

- Please note that the right to object to the processing of personal data does not apply where the data subject has consented to the processing, subject to the right to withdraw consent.
- The right to object to the processing of personal data for the purposes of a public interest task is restricted if there are legitimate grounds for the processing which override the interest of the data subject.
- The right of erasure and the right to object to processing of personal data do not apply where personal data is processed for the performance of a legal obligation. This will be considered on a case by case basis and depends on what personal data is involved and the risks further processing of that data could pose to you.

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* above
- Our use of your personal information is contrary to law or our other legal obligations
- Please note that the right allowing for deletion or erasure of personal data (right to be forgotten) does 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 of erasure and the right to object to processing of personal data do not apply where personal data is processed for the performance of a legal obligation. This will be considered on a case by case basis and depends on what personal data is involved and the risks further processing of that data could pose to you.

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 there 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.

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 purposes for which consent was given.

Please contact us in any of the ways set out below if you wish to exercise any of these rights.

Children and Young People Safeguarding and Child Protection

In line with the principles underlying the National Guidance for Child Protection in Scotland (2014), published by the Scottish Government, our staff may report a concern to the relevant authorities if they come across an issue during their work which causes them to think that a child may be at risk of abuse or harm.

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 14 October 2021.

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
25/05/2018	1.0	
21/09/2018	2.0	
31/12/2019	3.0	Privacy Notice updated to include reference to the Data Protection Act 2018 and changes to the section on "The legal basis for processing" to remove reference to Article 9 GDPR and to the section on "Your Rights" to reflect the legal basis for processing. To include reference to the right to make a complaint to the ICO and minor formatting changes.
10/11/2020	4.0	Privacy notice updated to include section titled "Children and Young People Safeguarding and Child Protection".

14/10/2021	5.0	Updated to refer to the UK GDPR. Updates to the wording in the section "Your rights" and formatting updates.
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