

SPCB Privacy Notice

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

Processing supplier information & payment of invoices on behalf of Members of the Scottish Parliament

The Categories of Information processed

Normal category data is processed which includes: name, address, telephone number, email address and bank or building society account details for:

- Suppliers including contractors and businesses which are not limited companies including sole traders.

Source of the information

Personal data is provided to us directly from individuals (data subjects) through:

- Invoices;
- Email or other correspondence; and
- Members of the Scottish Parliament and their office staff.

The purpose(s) of the processing

During the course of our work we collect/use personal data for the purpose of processing payment of invoices in return for goods or services provided under the Reimbursement of Members' Expenses Scheme on behalf of Members of the Scottish Parliament.

All claims made under the Reimbursement of Members' Expenses Scheme are published in line with Section 83 of the Scotland Act which requires the Parliament to ensure that information regarding the sums paid in expenses under the Scheme is published for each financial year. Published data only includes Members names and no other personal data.

The Legal basis of Processing

The processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract (Art 6(1)(b) GDPR).

The processing is also necessary for the payment of invoices for expenses incurred by Members, and for the publication as described above under sections 81(2) and 83 of the Scotland Act and sections 4 and 7 of the Reimbursement of Members' Expenses Scheme (a parliamentary resolution passed by virtue of section 81(2) and (5)(b) and 83(5) of the Scotland Act 1998.) The processing is therefore necessary to comply with a statutory obligation to which the SPCB is subject, Art 6(1)(c) GDPR.

Consequences of not providing personal data

Should the data subject not provide the required information this would result in non-payment. The SPCB would also fail to meet its statutory obligations.

Data sharing

Where necessary, personal data is shared both internally within the Scottish Parliamentary Service and externally with other government agencies and organisations. We share your data with the following:

- Business areas of the Scottish Parliamentary Service¹
- Internal Audit (and external support) and External Auditors²
- Bank or Building Society (of both the Scottish Parliament and the data subject)³
- Other Government agencies and organisations (including those involved with the National Fraud Initiative)⁴

Purpose of data sharing:

¹ Supplier data is shared internally with the relevant business areas in order to:

- Set up and maintain suppliers on the financial accounting system;
- Validate and review invoices for payment

² All data relating to the payment of invoices can be shared (usually on a sample basis) with both internal audit (and support) and external auditors in order to review payments to ensure they are processed demonstrating good governance, accountability, integrity and ensure the relevant control measures are in place to reduce risk.

³ All personal data is shared with the relevant Bank or Building Society to allow payment.

⁴ The financial accounting systems we use are provided by a third party government agency and contractor both of which require access in order to provide administrative and technical support. Personal data is also provide to the relevant government agencies as part of the National Fraud Initiative. Where possible links to the relevant privacy notices for these organisations can be found here:

<https://beta.gov.scot/about/contact-information/personal-data/>

<https://www.corehr.com/privacy-policy-2/>

<https://www.gov.uk/government/organisations/hm-revenue-customs/about/personal-information-charter>

<https://www.gov.uk/government/publications/fair-processing-national-fraud-initiative/fair-processing-level-3-full-text>

Retention of Data

Personal data is retained in both paper and electronic format, access is limited as appropriate and destroyed in line with the SPCB Records Management Retention Schedule. All invoices and any supporting documentation is retained for a period of 6 years plus the current financial year.

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
- 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 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.

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 [25 May 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.