

Privacy Notice – Chamber Office – CPG contact list

Purposes of the processing

Many Cross-Party Groups in the Scottish Parliament Committees rely on external organisations or individuals to carry out the role of secretary for the Group. The Standards clerking team maintains a contact list of these secretaries in order to get in touch with people to inform them about Cross-Party Group activities. This contact may notify people when the Rules Groups must comply with are updated, when Groups are not complying with the Rules or to remind Groups of the Rules they must comply with.

Categories of information

The Parliament will process “standard” personal information in relation to its contact list. This will include a name, organisation (if applicable), email address and phone number. It may also include a home or work address if contact has been made by mail.

The legal basis for processing

Data protection law states that we must have a legal basis for handling personal data. The legal basis for collecting and holding your personal data for the Cross-Party Group contact list is that it is necessary for the performance of a task carried out in the public interest, Art 6(1)(e) GDPR, section 8(d) DPB.

The task is to facilitate interaction between the Chamber Office and the cross party groups secretaries, which is part of the core function of the SPCB and is therefore a Crown function in accordance with section 8(d) DPB.

Data sharing

Your data will not be shared with a third party except under a statutory obligation.

However, secretaries’ email addresses and phone numbers may appear on the Cross-Party Group webpage that is held on the Scottish Parliament website.

Data processing and the retention of personal data

Contact details will be stored on secure Parliament servers and will only be able to be accessed by Scottish Parliament staff.

Secretaries have the opportunity to unsubscribe at any time by contacting the Standards clerks. All contact details will then be deleted from the system and you should no longer receive updates regarding Cross-Party Groups.

Data will be reviewed throughout the parliamentary session to ensure it is accurate and up to date. If there are repeated bounce backs from an email address parliament staff will remove the contact from the list.

At the end of a parliamentary session the data will be deleted.

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 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 10 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.