

SPCB Privacy Notice

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

Event Guest lists

The purpose of the processing

Guest lists are supplied by the organiser of events held at the Scottish Parliament. This is used to facilitate the registration process for guests on arrival by SPCB Visitor Services.

The Categories of Information processed

The data used is 'normal category' data, in accordance with the General Data Protection Regulation's definition i.e., title, name, and the name of the organisation the individual represents where applicable.

Source of the information

Information regarding guests is provided directly by the event organiser via submission of a completed Guest List form, which is available on our website.

The Legal basis of Processing

In accordance with Article 6(1)(f) GDPR, the processing is necessary for the purposes of the legitimate interests of providing event management that facilitates secure access to the building for guests.

Data sharing

Data may be shared internally where necessary with other departments and employees of the Scottish Parliament Corporate Body. This data is not shared with any other organisation or third party.

Retention of Data

Event guest lists are deleted 5 working days after an event is held.

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 process your personal data based on a legitimate 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 [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:

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.