

SPCB Privacy Notice

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

Processing Payment of Invoices & Reimbursement of Fees and Expenses

The Categories of Information processed

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

- Suppliers including employees, contractors, businesses which are not limited companies including sole traders, recreational groups (e.g. musicians) and individuals (including Advisory Audit Board Members, Visitors, Witnesses, Delegates and Advisors)

We may also obtain normal category personal data directly from a supplier or contractor within the content of an invoice such as in the description of goods/services provided or included in any supporting documentation for the purpose of payment of an invoice in line with contractual obligations, for example, but not limited to:

- Agency workers: Name, hours worked and hourly rate paid to agency
- Taxi Invoices: Name and address (in terms of traveller and pick up/drop off location).
- Professional fees and subscription payments: Name, address, telephone number, email address.

Business areas of the SPCB out with the Finance Office may be a first point of contact for individuals submitting fees and expenses claims or invoices, therefore, may process normal category personal data including name, address, telephone number and email address. The personal data stored by these business areas will be deleted as soon as the payment has been processed.

Source of the information

Personal data is provided to us directly from individuals (data subjects) via a variety of means:

- Supplier set up form
- Invoice
- Fees and Expenses Claim Forms, for:
 - Advisory Audit Board Members Fees

- Visitor Fees and Expenses Payments
- Witness, Delegate and Advisor Expenses Payments
- Financial Assistance for Non-Government Parties
- Professional Fees and Subscription Invoice
- Theft, Damage, Accounting Loss form

We may also obtain personal data from a supplier or contractor within the content of an invoice e.g. description of goods/services or included in any supporting documentation.

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 (including staff employed via a recruitment agency *)
- To reimburse fees and expenses
- Professional fees and subscriptions to maintain professional membership

*Personal data is received from the recruitment agency for the purpose of paying agency costs in line with contractual obligations.

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.)

Consequences of not processing personal data

Not processing the personal data as described above would result in non-payment and failure to meet contractual obligations.

Data sharing

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

- Business areas of the SPCB¹
- Internal Audit (and external support) and External Auditors²
- Bank or Building Society (of both the SPCB and the data subject)³
- Other Government agencies (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 and purchasing ordering systems;
 - Generate purchase order numbers on the purchase ordering system;
 - Validate and review invoices for payment;
 - Review and authorise reimbursement of fees and expenses claim forms.

Where relevant, suppliers' personal data is restricted to Finance, the business area, and financial accounting and purchase ordering system users.

- 2 All data relating to the payment of invoices and reimbursement of fees and expenses 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. The processing is therefore necessary for a task carried out in the public interest (Art 6(1)(e) GDPR, s 8(d) DPB).
- 3 Personal data is shared with the relevant Bank or Building Society in order to process payment of invoice or reimbursement of fees and expenses (Art 6(1)(b) GDPR).
- 4 The financial accounting system is provided by a third party government agency and the SPCB is a user. The government agency (the Scottish Government) can view and access supplier details in order to provide administrative, system and technical support. The Scottish Government is acting as a data processor on behalf of the SPCB in this instance.

In addition, the SPCB is required by law to protect the public funds it administers and it may share information provided to it with other government agencies and bodies responsible for auditing or administering public funds in order to prevent or detect fraud via the National Fraud Initiative (NFI). The NFI runs every 2 years and uses data matching to compare information about individuals held by different public bodies that might suggest the existence of fraud or error. This data matching exercise is carried out under the powers in Part 2A of the Public Finance and Accountability (Scotland) Act 2000. The legal basis for the data sharing in this context is that it is necessary for compliance with a legal obligation that the SPCB is subject to (Art 6(1)(c) GDPR). For further details, please refer to the "National Fraud Initiative" privacy notice which is available on the Scottish Parliaments' website - [SPCB's Privacy Notices](#) – under "Contractors, Suppliers and Customers".

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 documentation relating to the set up of suppliers and any subsequent changes to details is retained for a period of 2 years. All invoices and reimbursement of fees and expenses and any supporting documentation is retained for a period of 6 years plus the current financial year.

Access to the financial accounting and purchasing ordering system is restricted to Finance and the relevant SPS business area staff where appropriate and ensuring segregation of duties. In addition, as the financial accounting and purchase ordering systems are provided by a 3rd party government agency (Scottish Government), the Scottish Government can view and access supplier details in order to provide administrative, system and technical support.

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 [27 September 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.