

## **SPCB Privacy Notice**

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

### **Freedom of Information request handling**

#### **The Categories of Information processed**

Normal category' data, as defined by the General Data Protection Regulation e.g. names, addresses and telephone numbers together with some other biographical information depending on the request.

#### **Source of the information**

Personal data is provided to us directly from requesting individuals (data subjects) via email or by letter.

#### **The purpose(s) of the processing**

The data is processed for the purpose of being able to reply to freedom of information requests and to follow up on any associated further questions, reviews or appeals from the requester or from the office of the Scottish Information Commissioner.

#### **The Legal basis of Processing**

This processing is necessary for a task carried out to fulfil a statutory obligation (Article 6(1)(c) GDPR):

To comply with requirements of the Freedom of Information (Scotland) Act 2002 for the initial holding and internal sharing of the request and the drafting of the response up to the end of the review/appeal process where applicable.

#### **Consequences of not providing personal data**

If processing did not take place, the SPCB's statutory obligation to respond to freedom of information requests within the prescribed deadline would not be met.

#### **Data sharing**

The personal data is shared internally with other departments within the Scottish Parliament where necessary.

Where the requester appeals the decision of the SPCB, the data will be shared with the Scottish Information Commissioners Office in line with statutory obligations.

#### **Retention of Data**

This personal data is retained in electronic format for four months and the requests and replies are then anonymised and retained for a further three years.

## 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
- Our use of your personal information is contrary to law or our other legal obligations.

**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](mailto:dataprotection@parliament.scot)



HAPPY TO **TRANSLATE**

Please contact us if you require information in another language or format.