

SPCB Privacy Notice

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

Former Members of the Scottish Parliament

This is the 'Former Members of the Scottish Parliament Privacy Notice'. Our contact details are: Human Resources Office, The Scottish Parliament, Edinburgh, EH99 1SP.

We are a data 'controller', which means we are responsible for deciding how we hold and use your personal information. This notice explains how we will use your personal information once you are no longer a Member of the Scottish Parliament and your rights in relation to your personal information.

The categories of information processed

Normal category data is processed which includes; title, name, date of birth, national insurance number, home address, email address, telephone number, bank details, next of kin/ emergency contact details.

Source of the information

Personal data will be provided to us directly whilst appointed as a Member of the Scottish Parliament or after appointment. Personal data will also be provided by the pension provider when pension comes into payment.

The purpose(s) of the processing

We will process your personal information to

- Contact you in relation to the winding up of your office and staff when appointment as a Member of the Scottish Parliament ceases;
- Pension administration and payment;
- Contact you in relation to the Former Member Association.

The legal basis of processing

- The processing is necessary for compliance with a statutory obligation to which the SPCB is subject in accordance with Art 6(1)(c) GDPR. The legal obligation is to pay pensions, allowances and gratuities to Members under s 81(3) of the Scotland Act 1998 and any legislation made under it.
- The legal basis is that the processing is necessary for the performance of a task carried out in the public interest (Art 6(1)(e) GDPR, s8(d) DPB). The public interest task is to assist the former Member in the winding up of their offices.
- In relation to the Former Member Association, the legal basis is consent of the data subject in accordance with Art 6(1)(a) GDPR.

Data sharing

We may share your personal information with the following third parties if this is required by law;

- HMRC;
- Banks/ Building society;
- Our service providers, including payroll and pension administrators, which act as our data processors;
- Other third parties as necessary to comply with the law.

Retention of data

We will retain all of your personal information during your engagement until age 100 for the purposes of pension administration and to allow us to establish, exercise or defend potential legal claims.

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.

Objecting to how we may use your information – You have the right at any time to request us to stop using your personal information for the purposes of the Former Member Association by withdrawing your consent.

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 14 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.