

SPCB Privacy Notice

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

Media accreditation forms (day passes, full accreditation, renewals) and media day pass database

The Categories of Information processed

Normal category data, as defined by the General Data Protection Regulation e.g. name/signature, organisation name, job title, business phone number, business telephone number, name/signature of editor/head of news.

Source of the information

Personal data is provided to us directly from data subjects or colleagues acting on their behalf via post, email or internal mail.

The purpose(s) of the processing

We process and hold this data for the purpose of administering media day passes, processing requests for full media accreditation to the Scottish Parliament, and renewing media passes. Passes are provided for the purpose of enabling a journalist to report on the work of the Scottish Parliament.

The Legal basis of Processing

The legal basis for the processing of personal data is that it is necessary for a task carried out in the public interest (Art 6 (1)(e) GDPR; s8(d) DPB.) The task is to ensure journalists who access the building do so in accordance with the Parliament's security requirements. This is in the interest of the security of the building and the safety of building users and therefore in the public interest.

Data sharing

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

Retention of Data

Data is retained in hardcopy format and destroyed in line with the SPCB Records Management Retention Schedule (full accreditation/renewal forms: anniversary of date of application +1year; media day pass forms: anniversary of date of application). Data provided for the purpose for administering media day passes is also stored electronically on a database system, which exists to enable the processing of day pass requests. Access to the database is strictly controlled and regularly reviewed. The retention and deletion schedule for the contents of this database are currently under review and we will amend this privacy notice in due course.

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 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:

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.