

Outreach Services Privacy Notice – Education Bookings

SPCB Privacy Notice

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

Education visit bookings and related enquiries

The categories of information provided

Normal category data as defined by the General Data Protection Regulation e.g. names, addresses and telephone numbers.

With regards to “Special Category” data as defined by the General Data Protection Regulation we may also process (such as race; ethnic origin; political views; religion; trade union membership; health or sexual orientation). We will record notes only where they relate to any additional access requirements within the group.

Source of the information

Personal data is provided to Outreach Services directly from individuals (data subjects) or other individuals or organisations on their behalf for the purposes of booking a visit with the Education Service.

The purpose of the processing

We collect and use personal data for the purpose of making education visit arrangements at the Scottish Parliament or at the school, and responding to related enquiries.

The legal basis of processing

The Education Service exists to support those within the education system to understand the workings of the Parliament.

Increasing the awareness and understanding of the works of the Scottish Parliament and engagement with educational institutions to support that aim is a legitimate interest for the SPCB. The legal basis processing data for this activity is therefore that it is necessary for the purpose of a legitimate interest of the SPCB in accordance with Art 6(1)(f) GDPR.

Special category data is processed in order to facilitate access for individuals who have additional requirements. The legal basis for data processing is that it is necessary for reasons of substantial public interest in accordance with Art 9(2)(g) GDPR, s10(3) of and para 6(1), 2(a) of Schedule 1 to the DPB.

Scotland Act 1998 gives SPCB the power to provide services. This includes our education services. A service provider must make reasonable adjustments as required by s29(7)(a) of the Equality Act 2010. Complying with this duty is in the substantial public interest. In order to comply with duties under Equality Act, it is necessary to process some health-related data which is provided by the data subject or their representative in order to make arrangements to visit the Parliament. Processing personal data relating to protected characteristics enables the SPCB to

make reasonable adjustments. This does not interfere with the rights of the data subjects disproportionately because the data subjects provide the data themselves, they are not under an obligation to provide the data to us and we only keep the data for the minimum time necessary to comply with the statutory obligation.

Data sharing

In order to ensure staff are able to manage visitors most appropriately, information on the school name, group size and any access requirements is shared within the SPCB, and with Members of the Scottish Parliament and their staff. This data does not include personal data and is provided as an aggregate for the group. We only share the name of the school, the number of people in the group and any access requirements. Individuals cannot be identified from the shared information.

Retention of data

Data is retained securely in either electronic or paper form and then deleted automatically or destroyed 12 months after the date of the visit.

Voicemails will be deleted as soon as your message has been dealt with. Personal information provided in voicemails may be transferred to written data retained in electronic or paper form and will be deleted or destroyed as outlined above.

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 or for 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 24 May 2018.

Contact information and further advice

If you have any questions about the way in which we process personal information, 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 and 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.

