

SPCB Privacy Notice

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

Corporate Identity enquiries

The categories of information processed

For enquiries relating to use of the Scottish Parliament Corporate Identity, we process “normal category” data, as defined by the General Data Protection Regulation (GDPR) e.g. names, email addresses and telephone numbers.

Source of the information

Personal information is provided to us directly from individuals (“data subjects”). It may also be provided to us by other SPCB offices forwarding enquiries or requests they receive that relate to the Corporate Identity.

The enquiries may also contain information resources (products) that will be or have been placed in the public domain, for example distributed to constituents, placed online or made available at an event. Examples of products include MSPs’ annual reports, constituency adverts, office signage and conference material.

While these products contain the Corporate Identity, they may contain other personal information, such as photographs, postal address, email, social media contacts and phone numbers. As well as containing information relating to the data subjects, they may contain other personal information, such as names and organisations that an MSP may wish to highlight or other delegates at a conference or event.

The purpose of the processing

During the course of our work, we collect and use personal information for the purpose of managing and monitoring the use of the Scottish Parliament’s Corporate Identity.

The legal basis of processing

The legal basis for processing of the personal data as described above 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 manage and monitor the use of the SPCB’s corporate identity. The Corporate Identity was provided for the use of the SPCB by the Lord Lyon of Scotland. The Corporate Identity is subject to the laws of heraldry so its use must be monitored. The proper maintenance of this identity and protection against misuse is in the public interest and a core function of the SPCB (Crown function under s8(d) DPB).

Data sharing

The personal information is shared internally with other departments within the Scottish Parliament only where necessary. It is not shared with any third parties.

Retention of data

Our data storage systems are currently under review and this privacy notice will be updated when appropriate. Personal information is stored electronically for the current parliamentary session. It is then deleted from our system or anonymised within six months of the end of the session. The only exception is for MSPs.

- We hold only enquiries relating to current MSPs. If a Member ceases to be an MSP before the end of a session, all enquiries relating to them will be deleted or anonymised within six months of their ceasing to be an MSP.
- Information relating to MSPs' office signage will be retained beyond the current session if the MSP continues to occupy the premises. We will delete or anonymise it within six months of receiving notice of the MSP's departure from the premises.

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 25 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.

