

## **Presiding Officer visits programme: Your privacy**

### **Privacy Notice**

This privacy statement explains how we collect and use personal information about you for the Presiding Officer visits programme.

We want you to know what we are doing to protect your privacy before you give us any information.

#### **Purpose and source of information:**

You are providing us with information about your inspiration as you want to participate in the Presiding Officer visits programme. This programme is part of our strategy for engaging with the public about the relevance and accessibility of the Parliament. Please do consider what you share with us and be sure you are comfortable with it before you send it in.

#### **Categories of information**

In the nomination table that accompanies your nomination, you will be providing us with information about yourself. We need to know about who is making the nominations so that we can organise a programme with a wide range of ages and from across all of Scotland. You are also providing us with contact information so that we can get in touch with you if the Presiding Officer visit is being offered to you.

The information you provide will therefore include standard 'personal data' as defined by the General Data Protection Regulation (GDPR) e.g. name of person making the nomination, an email address.

#### **Our legal basis for processing the information:**

We are asking for people to take part in this activity during the Year of Young People as we believe it will help the people of Scotland to be more aware of their Parliament and its relevance to them. It will also help support them in letting us know the issues that matter to them. These are key goals of our Public Engagement Strategy.

- The processing is therefore necessary for an activity carried out in the legitimate interest of the SPCB (Art 6(1)(f) GDPR).

If you provide us with any 'special category' personal data (e.g. health information) as part of your nomination, we will need to contact you to obtain your explicit consent to us using this information for the purposes of the programme. If you are below the age of 12, we will need to obtain consent from your parent or guardian on your behalf.

#### **Storage and Distribution:**

This information will only be seen by the Parliament staff working on this project. Access to it is restricted to this small team. Only Scottish Parliament staff working on the project will have access to the information in your accompanying nomination

table, including your contact information. If you provide us with your nomination in another language, it will be shared with our contractor who provides translation and interpretation services to us.

As part of our team we have appointed four volunteer young persons (all over the age of 16) to assist us. They will be reviewing all nominations (but not the accompanying nomination table) Where it is possible to do so, nominations will be anonymised before being accessed by these volunteers; in all cases the volunteers will be required to treat any personal information contained in the nominations confidential. However, you should bear this in mind when choosing what you share with in the actual nomination submission.

Once we have selected the nominations for the programmes, we may want to share your data with someone else, such as your local MSPs as they may wish to contact you to discuss your story further and the issues you have highlighted. We will only do this with your consent and we will get in touch with you in advance to ask for this..

### **Retention:**

Once the nominations have been selected, all the participants informed and the eight visits undertaken, any material shared with others with your consent will be deleted from the Scottish Parliament system completely.

### **Data transfer:**

We will not transfer your data. It will remain within the Scottish Parliament's systems only.

### **Your rights:**

The GDPR sets out the rights which individuals have in relation to personal information held about them by us. These rights are listed below.

Whether you will be able to exercise each of these rights in a particular case may depend on the purpose for which we are 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
- We are using that information with your consent and you have withdrawn your consent – see *Withdrawing consent to using your information* below

- 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*** – You have the right at any time to require us to stop using your personal information for direct marketing purposes. In addition, where we use your personal information for the purpose of legitimate interests or 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.

***Withdrawing consent using your information*** – Where we use your personal information with your consent you may withdraw that consent at any time and we will stop using your personal information for the purpose(s) for which consent was given.

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

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