

## **SPCB Privacy Notice**

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

### **Online Research Surveys**

This Privacy notice applies to surveys carried out on behalf of the SPCB by staff of the Scottish Parliament using SmartSurvey online survey and questionnaire software. Such surveys may be administered internally within the Parliament or externally to stakeholders or other members of the public for the purpose of gathering information to inform the work of the Parliament or of offices within the Parliament.

### **The Categories of Information processed**

The personal information collected and processed by online surveys may include 'Normal category' data, as defined by the General Data Protection Regulation such as: names, addresses and contact details.

It may also include 'Special Category' data, as defined by the General Data Protection Regulation including: race; ethnic origin; political views; religion; trade union membership; health or sexual orientation.

### **Source of the information**

For internally-focussed surveys, including, for example, staff surveys and office surveys, the source of the information collected will be employees of the Scottish Parliament Corporate Body or Members of the Scottish Parliament.

For external surveys – Personal data will be provided directly by individuals (data subjects) through their participation in the survey and by their completing a survey questionnaire.

### **The purpose(s) of the processing**

Online surveys may be undertaken by employees of the Scottish Parliament Corporate Body for the purposes of research, for example, to provide information to Parliament managers about staff satisfaction or about the services it provides or resources it manages. Surveys may also be carried out of people and groups outside the Parliament to inform the work of committees or of offices within the Parliament.

The data collected by surveys is stored securely by SmartSurvey within the UK or EU and will be accessible only to SPICe managers and to those staff of the Scottish Parliamentary Corporate Body who carried out the survey. Information may also be extracted and provided in the form of research reports, however, such reports will not identify individuals participating in the survey.

For more information about SmartSurvey's privacy policy, go to:

<https://www.smartsurvey.co.uk/privacy-policy>)

## **The Legal basis of processing**

The legal basis for the processing of personal data is that it is carried out with the explicit consent of the data subject (Art 6 (1)(a) GDPR). The questionnaire will prompt you to indicate your consent.

## **Data sharing**

Data collected by online survey may be shared internally with other departments within the Scottish Parliament. Any personal data will be aggregated or anonymised so that any reports or other outputs derived from the survey will not identify any individual respondent.

No survey data will be shared with any external organisation or third party.

## **Retention of Data**

Data will normally be retained in electronic format for a period of 12 months. During that period, it will be accessible only to staff of the Parliament approved for access. Thereafter, the survey information will be deleted or anonymised by removing all personal data.

## **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
- Our use of your personal information is contrary to law or our other legal obligations.

***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 to 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 [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:

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.](#))

Textphone: 0800 092 7100

Email : [dataprotection@parliament.scot](mailto:dataprotection@parliament.scot)