

SPCB Privacy Notice

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

Visitor Services – Committee witness and adviser information

The categories of information processed

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

Source of the information

Personal data is provided directly to Visitor Services from the Committee Office, committee clerks and committee administrative staff.

The purpose(s) of the processing

Personal data is collected and used to facilitate the attendance of committee witnesses and committee advisers at committee meetings.

The legal basis of processing

The legal basis for the processing of the data is that it is necessary for task carried out in the public interest in accordance with Art 6(1)(e) GDPR, s8(1)(d) DPB. The public interest is to facilitate witness representation before Committees, which is a core task of the Scottish Parliament (Crown function).

Data sharing

Personal data may be shared internally where necessary with other departments and the employees of the Scottish Parliament Corporate Body or the other Scottish Parliament passholders. Where necessary for security purposes, personal data may be shared with the police or other security agencies. In these instances, the legal basis for the data sharing is that it is necessary for the purpose of the performance of a legitimate interest of the SPCB, in accordance with Art 6(1)(f) GDPR. The legitimate interest is the safety and security of the building and its occupants.

Retention of data

Personal data is held electronically and deleted the day after the relevant committee meeting.

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
- 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 – 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:

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.