



The Scottish Parliament
Pàrlamaid na h-Alba

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| (For official use only) PUBLIC PETITION NO. | |
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| 1. Name of petitioner | |
| | |
| 2. Petition title | |
| | |
| 3. Petition summary (This section should state in a sentence what action you are calling for). | |
| Calling on the Scottish Parliament to urge the Scottish Government to | |
| 4. What action have you taken previously to resolve this issue? | |
| | |
| 5. Petition background information (This section should be no longer than three A4 pages in Arial 12pt). | |
| | |
| 6. Do you want your petition to be hosted on the Parliament's website to collect signatures before being considered by the Public Petitions Committee? (Petitions can collect signatures for up to six weeks. Please indicate how long you would like to open the petition for collecting signatures.) | |
| YES / NO (Delete as appropriate). If you answer "NO" please proceed to section 8. | |
| 7. Comments to stimulate on-line discussion | |
| | |
| 8. Administrative information (not for publication) | |
| Name | |
| Address | |
| Telephone number(s) | |
| E-mail address | |
| Statement to the Committee Should the Public Petitions Committee consider it necessary to broaden its understanding of your petition, it may ask a petitioner to appear before it to speak and answer questions. If asked, would you wish to appear? | |

Privacy notice

The attached privacy notice explains how we will use the information that you provide us in your petition. Please tick the check box below to confirm that you have read the privacy notice and are content for us to use your information in the way described.

- Yes, I have read the privacy notice and am content for my information to be used in the way described.

Signature of petitioner

When satisfied that your petition meets all the criteria outlined in [How to submit a public petition](#), the principal petitioner should sign and date below.

Signature:

Date:

Completed forms should be returned to—

The Clerk to the Public Petitions Committee

The Scottish Parliament

Edinburgh, EH99 1SP

petitions@parliament.scot

Tel: 0131 348 5254

Privacy Notice – Committee Office – Submitting a Public Petition

Purposes of the processing

Public petitions are one of the main ways to ask the Scottish Parliament to take action on an issue that matters to you. All public petitions that comply with the Parliament's rules will be considered by the Public Petitions Committee. The Committee will consider the information contained in a petition and use it to help decide what further action to take.

Further action that the Committee can take includes using your petition to ask the Scottish Government about its performance, asking other organisations with an interest in the issue to tell us what they think about the action called for and what the Scottish Government has done or referring your petition to another of the Parliament's committees.

Photographs of the related committee session may also be taken and committee witnesses, including the petitioner, may also receive requests to participate in media/broadcast interviews.

Collecting and holding Personal Data

The Scottish Parliamentary Corporate Body (the SPCB) processes any personal data you send to it under the requirements of the General Data Protection Regulation (EU) 2016/679 (the GDPR), the Data Protection Act 1998 (the DPA) and any Acts that replace the Data Protection Act 1998. Personal data consists of data from which a living individual may be identified. The SPCB will hold any personal data securely, will use it only for the purposes it was collected for and will only pass it to any third parties with your consent or according to a legal obligation. Further information about the data protection legislation and your rights is available here: <https://ico.org.uk/for-the-public/is-my-information-being-handled-correctly/>

The Code of Conduct places further obligations on all Members of Parliament in terms of how they handle material containing personal data in the course of their Committee work. The Code of Conduct can be found here. The relevant section is Section 7.

Categories of information

If you submit a petition to the Scottish Parliament, the terms of the Parliament's Standing Orders mean that the SPCB requires your contact information to process your petition. This will include your name, email address, mailing address and contact telephone number. This is considered "standard" personal data.

Depending on what views and experiences you have decided to share the content of your submission may be considered "sensitive" or "special category" personal data. For example, this could include details about race or ethnic origin, political or

religious views, sex life or sexual orientation, trade union membership, physical or mental health, genetic or biometric data or any criminal offences.

The legal basis for processing

Data protection law states that we must have a legal basis for handling your personal data. The legal basis for collecting, holding, sharing and publishing your personal data for the purpose of processing your petition is that the processing is necessary for the performance of a task carried out in the public interest or substantial public interest in accordance with Art 6(1)(e) GDPR, section 8(d) DPB or Art 9(2)(g) GDPR, paragraph 6 of Schedule 1 to the DPB. The task is to facilitate the submission of public petitions to the Parliament, which is part of the core function of the SPCB and therefore a Crown function in accordance with section 8(d) DPB.

Publishing your petition

One of the founding principles of the Scottish Parliament is transparency and openness. A public petition is a formal piece of parliamentary business and it is standard practice for the Committee to publish your petition on the Scottish Parliament's petitions website. Once your petition is publically available it will be discussed by the Public Petitions Committee (or another committee in the case of referred petitions) in meetings. Contact details (e.g. your e-mail address) will not be published, but will be used by the Parliament to notify you about the consideration of your petition or to provide you with further information about other parliamentary work regarding the issue you have raised. Notification is a requirement of Standing Orders for both the Public Petitions Committee and any other committee in the case of referred petitions. Notifying you in this way is something that we are required to do by the Parliament's Standing Orders.

Retention of personal data

The Parliament's petitions system is account-based to enable people to register on the system once but to be able to submit more than one petition. Your personal data will be stored in the system on an ongoing basis to enable you to access your account and submit further petitions, should you wish.

Admissible petitions

Your petition, including your name, will form part of the public record of the Parliament and will be included in data about parliamentary business that will be available on the Parliament's Open Data Portal on an ongoing basis.

Petitions will be transferred to the National Records of Scotland and will be publically searchable on an ongoing basis through the National Records of Scotland. For the transfer of data to the National Records of Scotland, the legal basis is that it is necessary for archiving purposes in the public interest (Art 6(1)(e) GDPR, section 8(d) DPB or Art 9(2)(j) GDPR, section 10(1)(e) DPB).

Inadmissible petitions

If your petition does not comply with the Parliament's rules (what we call inadmissible) we may publish the title and summary section of your petition on the Parliament's website. However, it will not be published in full. Your name and other contact details will not be published and any information in either the title or summary that would identify you will be removed before publication.

Other requests for data

The Scottish Parliament wants to make sure it is as open and accessible to as wide a range of people as possible. It has given the Public Petitions Committee responsibility for keeping the operation of the petitions process under review. In order to assist the Committee to fulfil this task, you may also be asked to provide us with other information about yourself such as your age, location, gender and race or ethnic origin. If you did provide this information, you would be asked to do so separately to the submission of your petition and the information would be stored anonymously so that you could not be identified. If we do ask you for this information we will provide you with a separate privacy notice about this process.

Possible media interest

It is possible that the SPCB media relations office will be contacted by a journalist with a request to invite you to take part in a media interview or be part of a case study. If this happens you will be provided with the journalist's contact details and it will be up to you to decide whether you wish to contact them and agree to participate.

If you decide to do a media interview or be part of a case study contact with the journalist can be facilitated by a SPCB media relations officer. Once the interview/broadcast has been completed and the Committee's work concluded, your contact details will be securely deleted from the Parliament's servers. If the occasion arises where the journalist requests your contact details they will only be provided with your consent.

Any case study or media interview that you undertake may be publically available on the relevant media outlet indefinitely.

Freedom of Information (Scotland) Act 2002

The Parliament is covered by the Freedom of Information (Scotland) Act 2002. This also affects the way that we deal with your evidence. In particular you should be aware that if we receive a request for information under the Freedom of Information (Scotland) Act 2002, we may be required legally to release the information to the person who has made the request – even where the relevant committee has agreed to treat all or part of the information in confidence or publish it anonymously.

With this in mind, while we can assure you that your document / name will not be circulated to the general public in the context of the relevant committee's current work, we are unable to give you a guarantee that the full document will never be released.

Your rights

Data protection legislation sets out the rights which individuals have in relation to personal data held about them by data controllers. Applicable rights are listed below, although whether you will be able to exercise data subject 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.

For example, the rights allowing for erasure of personal data (right to be forgotten) and data portability do not apply in cases where personal data is processed for the purpose of the performance of a task carried out in the public interest. The right to object to the processing of personal data for the purpose of a public interest task is restricted if there are legitimate grounds for the processing which override the interest of the data subject.

This would be considered on a case by case basis and depends on what personal data is involved and the risks further processing of that data would pose to you. As described above, the collection, storage, sharing and publishing of personal data contained in petitions is a task carried out in the public interest, which means that these three data subject rights do not apply here or only in a restricted scope. The following rights do apply:

Access to your information – You have the right to request a copy of the personal information about you that we hold.

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.

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 further questions about the way in which we process personal data, or about how to exercise your rights, please contact:

Head of Information Governance
The Scottish Parliament
Edinburgh
EH99 1SP

Telephone: 0131 348 6913 (Text Relay calls welcome)
Textphone: 0800 092 7100

Email : dataprotection@parliament.scot

Complaints

We seek to resolve directly all complaints about how we handle personal information but you also have the right to lodge a complaint with the Information Commissioner's Office:

Online: <https://ico.org.uk/global/contact-us/email/>

By phone: 0303 123 1113

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

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