

## **Privacy Notice – Committee Office – Contact list**

### **Purposes of the processing**

Scottish Parliament Committees need public engagement to inform their work. They maintain a contact list in order to get in touch with people to inform them about Committee activities. This contact may notify people when the Committee publishes a report, launches a call for views, allow them to receive a Committee newsletter or be made aware of any other public engagement activities. Witness name and contact details will also be added to our contact list in order to be kept informed of the outcome of Committee Business.

### **Categories of information**

The Parliament will process “standard” personal information in relation to its contact list. This will include a name, organisation (if applicable), email address and phone number. It may also include a home or work address if contact has been made by mail.

### **The legal basis for processing**

Data protection law states that we must have a legal basis for handling personal data. The legal basis for collecting and holding your personal data for the Committee contact list is that it is necessary for the performance of a task carried out in the public interest, Art 6(1)(e) GDPR.

The task is to facilitate continued engagement of stakeholders with the Committees which is part of the core function of the SPCB and is therefore a Crown function in accordance with section 8(d) DPB. However, you are able to unsubscribe from the contact list at any point from which point we will cease to process your personal data (see below, under ‘Retention of personal data’.)

### **Data sharing**

Your data will not be shared except under a statutory obligation.

### **Data processing and the retention of personal data**

Contact details will be stored on secure Parliament servers and will only be able to be accessed by Scottish Parliament staff. People have the opportunity to unsubscribe at any time by contacting the relevant Committee clerk. All contact details will then be deleted from the system and you should no longer receive updates from that Committee. People should be aware that their name may appear on multiple committee lists.

Data will be reviewed throughout the parliamentary session to ensure it is accurate and up to date. If there are repeated bounce backs from an email address parliament staff will remove the contact from the list.

At the end of a parliamentary session some Committees may update their areas of responsibility. The Parliament will get in touch to notify people on the contact list if this is happening and let them know that they have the option to unsubscribe at that point if they choose.

## **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 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 01 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:

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](mailto:dataprotection@parliament.scot)



HAPPY TO **TRANSLATE**

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