

SPCB Privacy Notice

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

Enquiries from the public to the Broadcasting Office

The categories of information processed

Names; home and/or mobile phone numbers; and/or personal email addresses; and/or home address of individuals who contact the Broadcasting Office of the Scottish Parliamentary Corporate Body (SPCB) with enquiries or requests.

This is “normal category” data.

Source of the information

This information is provided to the SPCB by the data subjects.

The purpose(s) of the processing

This data may be recorded by a member of SPCB staff in order to respond to an enquiry or to provide media or other SPCB content which has been requested to the address(es) provided.

The legal basis of processing

The legal basis for the processing is that it is necessary for the purposes of a legitimate interest of the SPCB (Art 6 (1)(f) GDPR). The legitimate interest is the engagement with the public and responding to enquiries.

Data sharing

The data is retained by the SPCB members of staff involved with the enquiry/request. It is only shared with any external organisation or third party with the explicit consent of the subject or under a statutory obligation.

Retention of data

Personal data is retained in electronic format (such as Outlook) and in hard copy (for example the notebook used by a member of staff for business purposes).

The data is updated on the advice of the subject and removed or redacted within three months of the subject's enquiry or request task being deemed completed.

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 process your personal data based on a legitimate 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 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.