

SPCB Privacy Notice

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

Use of Broadcasting Office Freelance Contractors' contact information

Names, personal email addresses and home and/or mobile phone numbers of freelance Technical Operators contracted to the Scottish Parliamentary Corporate Body (SPCB).

The categories of information processed

This is "normal category" data.

Source of the information

This information has been provided to the SPCB by the data subjects.

The purpose(s) of the processing

The data is required to contact current freelance contractors to offer them work within the Scottish Parliament on an ad-hoc basis.

The legal basis of processing

The legal basis for the processing is that the processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract (Art 6(1)(b) GDPR).

Consequences of not providing personal data:

If this data was unavailable to the SPCB, it would not be possible to contact the freelance contractors to offer them work.

Data sharing

The data is retained in the Scottish Parliament's SharePoint site on a single document (The Freelance Contact List), within the Broadcasting Office team area, on a restricted document. The Contact List can only be accessed by authorised

personnel within the Broadcasting Office and solely for the purpose of contacting any or all of those named for business purposes.

The personal data is only shared internally with other departments within the Scottish Parliament where necessary.

This personal data is not shared with other subjects on the Freelance Contact List.

This information is not shared with any other organisations or third parties.

Retention of data

Personal data is retained in electronic format. The data is stored on a restricted document, available to a limited number of SPCB staff.

The data is updated on the advice of the subject and removed within three months of the subject's relationship with the SPCB coming to a close, e.g. if the freelancer wishes not to be offered any further work.

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.

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.