

SPCB Privacy Notice

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

TIME FOR REFLECTION

The purpose of the processing

Nominations for Time for Reflection are made by Members of the Scottish Parliament. We store names, addresses, email addresses and telephone numbers and whether the person represents a religious or faith group or no faith group for the purpose of contacting nominees. Nominations and details of nominees are processed for the purpose of compiling programmes of contributors for Time for Reflection.

The categories of information processed

The data used is normal category data and 'special category' data, in accordance with the General Data Protection Regulation's definition i.e., title, name, and the name of the organisation the individual represents where applicable and religious or other beliefs.

Source of the information

Information regarding nominees is provided by Members of the Scottish Parliament.

The legal basis of processing

In accordance with Article 6(1)(f) GDPR, the processing is necessary for the purposes of the legitimate interests of arranging a programme of contributors to Time for Reflection as part of the parliamentary business programme.

For the processing of special category data relating to religious views or affiliation, the legal basis for the processing is that it relates to personal data which has manifestly made public by the data subject in accordance with Art 9(2)(e) GDPR.

Data sharing

Data may be shared internally where necessary with other departments and employees of the Scottish Parliament Corporate Body. The name and the organisation or church they represent is contained in the Business Bulletin which lists all parliamentary business for that day. The Business Bulletin is publicly available on the Scottish Parliament's website. This data is not shared with any other organisation or third party.

Retention of data

Nomination details are deleted from the database at the end of each Parliamentary Session (a maximum term of 5 years).

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 or for 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.