

## **SPCB Privacy Notice**

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

### ***Recording Event and Exhibition Organiser information on the Events and Exhibitions System***

#### The purpose of the processing

Requests for events and exhibitions held in the Parliament can be made using the Events and Exhibitions Request form. The information enables the Events and Exhibitions Team to plan and organise events and exhibitions accordingly.

#### The Categories of Information processed

The data used is 'normal category' data, in accordance with the General Data Protection Regulation's definition i.e., title, name of requester, name of MSP if it is a Member-sponsored event or Member-sponsored exhibition, email address and other contact information.

#### Source of the information

Information is provided directly by the individual completing the Event and Exhibition Request Form.

#### The Legal basis of Processing

The legal basis for the recording, storing and using personal data as described above is that it is necessary for the purposes of the legitimate interests of the SPCB of facilitating event and exhibition planning (Art 6(1)(f) GDPR).

#### Retention of Data

Details are held electronically with restricted access and information is regularly reviewed and maintained in line with the SPCB Records Management Retention Schedule.

#### Data sharing

This data may be shared with the sponsoring MSP if requested by the MSP but this does not routinely happen. The data is not shared with any other organisation or third party.

## **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 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 [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](mailto:dataprotection@parliament.scot)



HAPPY TO **TRANSLATE**

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