SPCB Privacy Notice

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

The Scottish Parliament Website Public Engagement and Feedback

The categories of information processed
Normal category data (e.g. names, emails, etc).

Source of the information
Personal data is provided to us directly from individuals (data subjects) to us via email and/or a web feedback / registration form.

The purpose(s) of the processing
During our work we collect/use personal data (names, telephone numbers and email addresses), to facilitating visits to the Parliament by members of the public to analyse user needs and record their feedback in relation to the functionality of the website and proposed changes.

The legal basis of processing
The legal basis for the processing of personal data is that it is necessary for a task carried out in the public interest (Art 6 (1)(e) GDPR, s8(d) DPB.) as part of the engagement of citizens in the Parliamentary process.

Data sharing
The personal data is not shared with any third parties.

Retention of data
The personal data is retained until the end of 2021 by which time the engagement in relation to the website will have concluded.

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
- We are using that information with your consent and you have withdrawn your consent – see Withdrawing consent to using your information below
- 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 – You have the right at any time to require us to stop using your personal information for direct marketing purposes. In addition, 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.

Automated processing – If we use your personal information on an automated basis to make decisions which significantly affect you, you have the right to ask that the decision be reviewed by an individual to whom you may make representations and contest the decision. This right only applies where we use your information with your consent or as part of a contractual relationship with you.

Withdrawing consent to using your information – Where we use your personal information with your consent, you may withdraw that consent at any time and we will stop using your personal information for the purpose(s) for which consent was given.

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 28 November 2019

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.