

SPCB Privacy Notice

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

Unacceptable actions records

Creating and storing records of unacceptable behaviour and actions by members of the public towards staff of the Scottish Parliamentary Corporate Body, MSPs and MSP staff.

The categories of information processed

In relation to instances of unacceptable behaviour and actions by members of the public, we process the following “normal category” information: names, email addresses, postal addresses and/or telephone numbers. Depending on the nature of the incident, we may also process information that is defined by the General Data Protection Regulation (GDPR) as a “special category”, for example, information about race, ethnic origin, health, sexual orientation or religious or political beliefs only insofar as necessary.

Source of the information

Personal information is provided to us directly by individuals (“data subjects”). It may also come from publicly available sources or be provided by third parties, for example MSPs or the police.

The purposes of the processing

Members of staff, contractors, MSPs and MSP staff have the right to work safely and free from abuse. Sometimes the way someone acts when they contact the Parliament makes it difficult for us to continue to engage with them. When such situations arise, we process personal information about members of the public for the purposes of informing them about the application of our unacceptable actions policy, monitoring their actions with a view to imposing sanctions and recording actions taken by the SPCB in response to unacceptable actions or behaviour.

The legal basis for processing

The legal basis for the processing of personal data is that it is necessary for a task carried out in the public interest or in the substantial public interest (Art 6 (1)(e) GDPR, s8(d) DPB or Art 9(2)(g) GDPR) The task is to ensure the safety and wellbeing of all building users and protection against unacceptable behaviour.

Data sharing

The personal information may be shared internally with other departments within the Scottish Parliament, where necessary. Where the unacceptable behaviour may constitute a criminal offence, the information may also be shared with the police.

Retention of data

The personal information is stored in electronic format and reviewed every six months. Personal information will be deleted from our system as appropriate, based on the outcome of the reviews.

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 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 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 and 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.