

Visitor Services Privacy Notice – Suppliers

SPCB Privacy Notice

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

Interacting with suppliers or potential suppliers of goods to the Scottish Parliament shop

The categories of information provided

Normal category data as defined by the General Data Protection Regulation e.g. names, addresses and telephone numbers.

Source of the information

Personal data is provided to Visitor Services directly from individuals (data subjects) or other individuals or organisations on their behalf via emails, written communications, telephone calls and verbally in person.

The purpose of the processing

We collect/use personal data for the purpose of procuring goods for sale in the Scottish Parliament shop or collect/use personal data of potential suppliers to allow contact with a view to procuring goods from them in the future.

The legal basis of processing

For processing that relates to suppliers who are currently supplying goods for sale in the Scottish Parliament shop, the legal basis for processing information of suppliers of goods is that the process is necessary for the performance of a contract (Art 6(1)(b) GDPR).

For processing that relates to potential suppliers who may be supplying goods in the future, the legal basis for processing information of potential suppliers of goods is that processing is carried out with the consent of the data subject (Art 6(1)(a) GDPR).

Consequences of not providing personal data

We would be unable to communicate with or order from suppliers or pay for goods supplied.

Data sharing

Data may be shared – only where necessary - internally with other departments within the SPCB, the police and other government security agencies.

Retention of data

Data is retained securely in either electronic or paper form and then deleted automatically or destroyed at the end of a contract to supply or when the information in relation to potential suppliers is considered to be no longer required.

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
- 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.

Withdrawing consent 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 [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.