

SPCB Privacy Notice

This privacy statement explains how we collect and use personal information about you when we receive **correspondence via the website contact form or to the Webteam@parliament.scot mailbox.**

The categories of Information processed

We process the following “normal category” information: names, email addresses, postal addresses and/or telephone numbers. Depending on the subject-matter of the enquiry, we may also receive and temporarily store information that is defined by the General Data Protection Regulation (GDPR) as a “special category”, for example, information about health, sexual orientation or religious or political beliefs.

Source of the information

Personal information is provided to us by individuals (“data subjects”) or by someone contacting us on their behalf.

The purpose of the processing

We process any personal data provided in order to answer the questions asked or in order to provide relevant contact details if the enquiry needs to be redirected.

The legal basis for processing

The legal basis for the processing of personal information is that it is necessary for the performance of a task carried out in the public interest or substantial public interest (Art 6(1)(e) GDPR, s8(d) DPB or Art 9(2)(g), Art 10 of and para 6 of Schedule 1 to the GDPR). The task is the engagement with the public through all available channels. This includes enabling members of the public to submit enquiries to the Parliament through the website and social media channels on any subject matter including those which relate to special category personal data.

Data sharing

Personal information may be shared internally with other departments within the Scottish Parliament if this is necessary in order to deal with the enquiry.

It may also be shared with the police and security forces if the correspondence contains threats, abusive language or indications of illegal activities. The sharing of data with the police where necessary is based on a legitimate interest of the SPCB in accordance with Art 6(1)(f) GDPR.

Retention of data

When personal information is given in emails, the enquiry and response will be held for no more than two years. Emails and the responses are stored electronically and then deleted.

If correspondence includes personal information belonging to any of the special

categories, we hold this only until we have responded to or otherwise dealt with the enquiry.

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 – 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 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.

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 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.