Privacy Notice

This privacy statement explains how the Scottish Parliamentary Body (the SPCB) collects and uses personal information for the purposes of organising the Business in the Parliament Conference (BIPC).

Purpose of processing

Your attendance as a delegate at BIPC requires you to register and provide basic details (name, organisation, email address, any dietary requirements etc.) in order that parliamentary staff can administer and plan the event.

This includes seeking your feedback as part of the post-conference evaluation.

Photographs may be taken at events and these may be used on social media and the BIPC website.

Collecting and holding Personal Data

The Scottish Parliamentary Corporate Body (the SPCB) processes any personal data you provide under the requirements of the General Data Protection Regulation (EU) 2016/679 (the GDPR), the Data Protection Act 1998 (the DPA) and any Acts that replace the Data Protection Act 1998. Personal data consists of data from which a living individual may be identified. The SPCB will hold any personal data securely, will use it only for the purposes it was collected for and will only pass it to any third parties with your consent or according to a legal obligation. Further information about the data protection legislation and your rights is available here: https://ico.org.uk/for-the-public/is-my-information-being-handled-correctly/

Categories of information

If you agree to take part in the conference, the Scottish Parliament will need your contact details to share information with you about the arrangements for the event.

This is considered “standard” personal data.

Source of the information

Information regarding delegates is provided directly by the individual wishing to attend BIPC, via registration through Billetto.

The legal basis for processing

Data protection law states that we must have a legal basis for handling your personal data. The legal basis for collecting data for BIPC is “legitimate interest”, as per article 6(1)(f) of the General Data Protection Regulations.
It is also necessary for a task carried out in the public interest (Art 6 (1)(e) GDPR, s8(d) DPB.), in this case the public interest being to ensure the safety and security of the building and its occupants.

This does not interfere with the rights of the individual disproportionately because individuals provide the data themselves, are not under an obligation to provide the data, and the data is kept by us only for the minimum time necessary.

**Publishing a delegate list**

Your contact details will not be published. However, your name and that of your organisation will appear on a delegate list, paper copies of which will be available to all attendants at BIPC if you specifically consent to this when you register.

**Photography**

In line with the general requirement to process data fairly and in a transparent manner, signs in the Parliament inform visitors that photographs and audio/video recordings are routinely taken and broadcast and that their images/audio will be captured and used for different purposes. The signs advise visitors to contact a member of staff if they wish more detailed information and detailed information sheets have been prepared for this purpose.

Images from events focus on the keynote speakers but may include incidental images of others in attendance. Some events, such as BIPC, occur annually and images from past events may be used to promote the following year's event on Parliament social media channels and websites.

The processing of photographs/recorded footage/audio taken for legitimate ancillary purposes – as opposed to core parliamentary functions – is necessary for an activity carried out in the legitimate interest of the SPCB (Art 6(1)(f) GDPR). The legitimate interests here being engagement of the public in the work of the Parliament and supporting the purpose of engaging audiences with the Parliament and our role in Scottish national life.

**Retention of personal data**

Once the post-event evaluation is concluded, the Parliament will make no further use of the data.

Images taken may be archived to form part of the history of BIPC.

**Your rights**

Data protection legislation sets out the rights which individuals have in relation to personal data held about them by data controllers. Applicable rights are listed below, although whether you will be able to exercise data subject 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.

For example, the rights allowing for erasure of personal data (right to be forgotten) and data portability do not apply in cases where personal data is processed for the purpose of the performance of a task carried out in the public interest. The right to object to the processing of personal data for the purpose of a public interest task is restricted if there are legitimate grounds for the processing which override the interest of the data subject.

This would be considered on a case by case basis and depends on what personal data is involved and the risks further processing of that data would pose to you. As described above, the collection, storage, sharing and publishing of personal data provided at events or visits is a task carried out in the public interest, which means that these three data subject rights do not apply here or only in a restricted scope. The following rights do apply:

**Access to your information** – You have the right to request a copy of the personal information about you that we hold.

**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.

**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 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.

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 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 first published on the BIPC website in September 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

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