



## The Scottish Parliament Pàrlamaid na h-Alba

### **Data Subject Access Requests**

#### **How we handle personal information**

The Scottish Parliament Corporate Body (the “Parliament”) takes seriously its responsibilities in processing personal data. Under data protection law, the Parliament is required to ensure that personal data it processes is:

- processed lawfully, fairly and in a transparent manner
- collected for specified, explicit and legitimate purposes and not further processed for incompatible purposes
- adequate, relevant and not excessive
- accurate and up to date
- not kept for longer than is necessary
- processed in an appropriate manner to maintain security

#### **How to make a request for information that the Parliament holds about you (a Data Subject Access Request)**

What is personal data?

Personal data is information about identified, or identifiable, living individuals. Personal data can be held in many formats. For example, personal data might include paper documents, computerised records, photographs or videos or a combination of these formats.

What are data subject access requests?

Under data protection law, individuals have certain rights in respect of their personal data, including a right of access to personal data held about them by an individual or an organisation. You can request information on the personal data that the Parliament holds about you by making a data subject access request.

What details should you include in your request?

When you send a subject access request to the Parliament, please include the following details:

- Your full name and address (including email address if you wish an email response) together with a phone number so that we can contact you if we require further details or if we need to clarify any part of your request; and
- Additional information which will help us to identify you includes the dates during which you had contact with us, any reference number quoted on any correspondence with us and the name of the office with which you corresponded.

Please be as specific as possible about the personal data that you seek. If we receive minimal details from you, we may need to contact you for more details.

How do I make a request?

To help us process your request and find the information you have requested, we would be grateful if you would make your request in writing:

By email: [data.protection.officer@parliament.scot](mailto:data.protection.officer@parliament.scot)

By post: Head of Information Governance, Room C2.06, the Scottish Parliament, Edinburgh EH99 1SP

An example of a letter you could use appears at the end of this leaflet but you can also use your own words.

How will we respond to your request?

- The Parliament will ensure that you receive a reply to your subject access request without undue delay and, in any event, within one month of receiving your request.
- If the request is complex, or there are a number of requests, we may extend the period for responding by a further two months. If we extend the period for responding then we must inform you of this within one month of receipt of the request and explain the reason(s) for the delay.

What will it cost?

We will respond to your subject access request free of charge. If, however, your request is complex or excessive (e.g. because of its repetitive character), we may:

- Charge a reasonable fee, taking into account the administrative costs of providing or transmitting the personal data; or
- Refuse to act on the request.

We may also make a charge if you require additional copies of the information requested.

If we are not going to comply with the request then we will inform you of the reasons for not taking action and your right to lodge a complaint with the Information Commissioner's Office.

What can I expect to be sent to me?

You are entitled to be told if any personal data is held about you by the Parliament and if so to be provided with information as to:

- The purposes of the processing;
- The categories of personal data concerned (e.g. contact details, bank account information and details of sales activity);
- The recipients or categories of recipient to whom the personal data have been or will be disclosed, in particular recipients overseas;
- Where possible, the envisaged period for which the personal data will be stored, or, if not possible, the criteria used to determine that period;
- The existence of the right to request rectification or erasure of personal data or restriction of processing of personal data or to object to such processing;
- The right to lodge a complaint with the Information Commissioner's Office;
- Where the personal data are not collected from the data subject, any available information as to their source;
- The existence of automated decision-making and meaningful information about the logic involved, as well as the significance and the envisaged consequences of such processing for the data subject; and
- Where personal data are transferred outside the EU, details of the appropriate safeguards to protect the personal data.

The Parliament will provide this information to you in a commonly used electronic form (unless you either did not make the request by electronic means or you specifically request not to be provided with the copy in electronic form).

Personal data relating to third parties

There may be circumstances in which the Parliament finds that providing you with the information that you seek involves personal data relating to another individual. In these circumstances we may need to redact the personal data of those other individuals prior to providing you with your personal data.

For further information contact the Head of Information Governance [dataprotection.officer@parliament.scot](mailto:dataprotection.officer@parliament.scot)