



The Scottish Parliament  
Pàrlamaid na h-Alba

## Guidance on giving your views to a Scottish Parliament committee as a BSL video

You are welcome to give your views to a committee as a BSL video. This guidance explains how you can do that and what we will do with your video.

### Your video

Your video should be no longer than 10 minutes in total.

You can send it to us, for example, through a file transfer service or as a private link on a video platform. Email [bsl@parliament.scot](mailto:bsl@parliament.scot) if you wish further advice.

When you reply to a call for views, you don't need to respond to all the questions – you can choose to answer only one question, some questions, or all of them. Please identify which questions you are answering. For example, start your answers by saying “For question 1...”, then give your answer.

The Scottish Parliament has to follow rules on data protection. These rules include having to tell you what we will do with the information you give us about yourself and what you think. We explain this in the privacy notice called ‘Submitting your views to a committee’. The full privacy notice is available on our website at [www.parliament.scot/your-information](http://www.parliament.scot/your-information) and there is a summary in BSL.

You must look at the privacy notice before you send us your views.

Please tell us in your video or by email if you wish your views to be anonymous or confidential. It will be for the committee to decide whether to approve your request for anonymity or confidentiality. If your request is refused, you will be allowed to withdraw your submission.

Your video will usually be published on our website. This means that it is in the public domain for everyone to see so please do not include your contact details in your video.

If you mention other people in your video (including friends and family), we will need to check that they are happy for the information you have given us about them to be published. They must email their consent to the committee to say that they understand how this information is being used. If this is not possible, we may edit your submission or ask you to submit a new video.

## **What will happen when you send your video to us**

When we receive your video, we will send it to be translated into written English by our contractors for BSL interpreting and translation. We will pay for the translation. The clerks of the committee will then check the content of the written translation.

We will normally publish both your video and the written English translation on the Scottish Parliament's website. Please tell us if you want us to publish only the written English translation. If you tell us this, we will not publish your video on our website.

If you do not want us to publish your video, the only people who will see it are the clerks of the committee you send it to and the interpreters who provide the translation. The interpreters are bound by rules of confidentiality and they will delete your video after they have sent the translation to the Scottish Parliament.

In some cases, we may not be able to publish your views for legal reasons. For example, if you give information that could identify another individual without their consent or if you include statements that are defamatory. In these cases, we may ask you to make changes and resubmit your video or we may ask you to allow the clerks to edit and publish only the written English translation.

Thank you for following this guidance. We look forward to receiving your video!

If you have any questions about this guidance or about your video, you can contact the committee. Contact details for each committee are available on its webpages. These can be accessed from [www.parliament.scot/committees](http://www.parliament.scot/committees)

You can contact the Scottish Parliament in British Sign Language through [contactscotland-bsl.org](http://contactscotland-bsl.org)