**Scottish Human Rights Commission**

**Data Protection Privacy Notice**

This is the Privacy Notice of the Scottish Human Rights Commission (the Commission). It explains how we collect and use personal information about you.

**How we use your information generally**

In general terms, we collect and use personal information to fulfil the following functions and associated activities of the Scottish Human Rights Commission:

* Our statutory functions
* Education and learning
* Legal services including legal advice to the Commission
* Licensing and registration including registration of interests
* Supporting and managing our employees
* Advertising, marketing and public relations including media
* Accounts and records
* Information and databank administration
* Property management
* Data matching
* Crime prevention and prosecution of offenders

**Types of information we collect**

We collect and process personal information in the following ways:

***When people visit and contact the Commission***

* Attending meetings and appointments at our office
* Using our telephone and voicemail service
* General enquiries by email, phone and letter
* Our use of photography and video
* Our use of CCTV
* Making expenses payments

***When we run events***

* Collecting information about dietary and access requirements
* Guest lists and invitee lists for events
* Speakers / presenters information

***Using our website and our use of social media***

* Registering for our email newsletter
* Using our website
* Following and engaging with our social media channels

***Research***

* Our use of online surveys
* Our use of interviews including interviews conducted in person, by phone, electronically and through 3rd party contractors

***Health and Safety***

* Creating and storing accident reports
* Creating and storing records of unacceptable behaviour and actions by members of the public

***Commission business - general***

* Writing and publishing Minutes of Commission meetings
* Commission Member contact details
* Commission Member general correspondence

***Data protection and Freedom of Information***

* Processing Subject Access Requests
* Processing Freedom of Information requests
* Reporting of data breaches

***Complaints***

* Complaints under out complaints policy, including complaints about Commission Members or employees.

***Media***

* Emails containing media enquiries
* Media contacts distribution list
* Media case studies

***Recruitment***

* Employee recruitment

***Information about external visitors***

* Biographical information of external visitors
* Briefing notes about external visitors

***Contractors and suppliers***

* Procurement – delivery and maintenance of Commission contracts
* Processing payment of invoices and supplier information
* Processing sales invoices, credit notes and outstanding debts

**Your rights**

The General Data Protection Regulation (GDPR) sets out your rights in relation to personal information we hold about you. These rights are listed below. Please note that your rights in each case will depend on why we are holding information about you, and the legal basis for this.

***Access to your information***

You have the right to request a copy of the personal information we hold about you.

***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 below)
* You have validly objected to our use of your personal information (see below)
* Our use of your personal information is contrary to law or our other legal obligations.

***Objecting to how we may use your information***

You have the right at any time to require us to stop using your personal information for direct marketing purposes.  In addition, where we use your personal information to perform tasks carried out in the public 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 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.

**Freedom of Information (Scotland) Act 2002**

Please Note: The Commission is covered by the Freedom of Information (Scotland) Act 2002. The Act requires us to disclose information we hold to the requester unless we are permitted to withhold it by an exemption. This includes personal data we hold. If the request covers personal data, the interests of the data subject must be considered but ultimately, we may be required by law to release the information to the person who has made the request.

For more information on the Freedom of Information (Scotland) Act 2002, please visit the [website of the Office of the Scottish Information Commissioner](http://www.itspublicknowledge.info/home/ScottishInformationCommissioner.aspx).

**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 24 May 2018.

**Contact information and further advice**

Business Manager

Scottish Human Rights Commission

Edinburgh

EH1 3DE

Telephone: 0131 244 3550

Email : [hello@scottishhumanrights.com](mailto:hello@scottishhumanrights.com)

**Complaints**

We seek to resolve directly all complaints about how we handle personal information but you also have the right to lodge a complaint with the Information Commissioner’s Office:

Online: <https://ico.org.uk/global/contact-us/email/>

By phone: 0303 123 1113

By post: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, SK9 5AF