

## Your personal information: A summary

As an MSP, I may collect information about you which is relevant - and essential - to help with the issue you have raised with me. This can include sensitive information. I will always ask for your full name, address and a way to contact you.

### What you choose to provide

You are free to choose what information you tell me. I will sometimes be given more information from external organisations if you have asked me to reach out to them

### Common questions

Do you record phone calls?

*No, I do not record calls.*

Does your website use Cookies?

*No, my website does not use cookies, although third-party websites (such as Facebook or X) will.*

Do you use CCTV?

*No, however my video door bell may record your visit to my office.*

Do you hold any data about me before I get in touch?

*I do have access to the full electoral register, which will show your full name and address.*

### Sharing information

I will share your information with my staff (who I directly employ) and external organisations, if you have asked me to contact them on your behalf.

I won't share information with:

- Political parties
- Police (unless you have asked me to, or I am required to do so)

I am a "Prescribed Person" in terms of whistleblowing law.

### Questions

If you have any questions, please call me on 0141 946 7700 or email [office@bob-doris.scot](mailto:office@bob-doris.scot)

## The SNP

This policy covers my work as your constituency MSP. When you contact me as your MSP, or contact my office at any time, I will not share your information with my political party (the SNP).

However, during election periods, I will campaign as a candidate seeking election. I will always make it clear when this is the case. When this happens, you can see how the SNP use your data at [www.snp.org/privacy](http://www.snp.org/privacy)

## Privacy Notice of the office of Bob Doris MSP Member of the Scottish Parliament (MSP)

This privacy notice explains how my office collects and uses personal information about individuals.

### My office address and contact details are:

#### Address

My office address is Maryhill Burgh Halls, 10-24 Gairbraid Avenue, Glasgow, G20 8YE

#### Email

bob.doris.msp@parliament.scot

#### Phone

0141 946 7700

### How I use your personal data:

I process any personal data under the requirements of the UK General Data Protection Regulation (GDPR) and the Data Protection Act 2018 (the DPA).

### What is personal data?

Personal data is any information from which a living individual can be identified.

I will hold all personal data securely, I will only use it for the purposes it was collected or acquired for and I will only pass it on to 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/>

### Purposes and categories of processing personal data:

I collect and use personal data to fulfil the following functions and associated activities of my office;

- to carry out casework on behalf of my constituents;
- to tend to issues and campaigns I am involved in;
- to maintain supplier relationships;
- to process expenses, accounts and associated records.
- to process personal information related to employment of MSP staff including recruitment, employee relations and associated responsibilities;
- to ensure the safety of myself and my staff

If you contact me with an inquiry or a complaint, I will normally need to store your contact details to deal with your inquiry or complaint. This is considered to be normal category data under the UK GDPR.

Other personal data you may provide to me may include details about your personal and family life, social circumstances and business activities, your employment and education details, financial information or information about your housing situation etc.. Depending on what views, issues or experiences you wish to discuss with

me, you may be sharing special category data with me. For example, this could include details revealing race or ethnic origin, political or religious views, sex life or sexual orientation, trade union membership, physical or mental health, genetic or biometric data or any criminal offences.

If you are a supplier, I will normally need to store your name, contact and payment details for the purposes of the contract between us.

In relation to the recruitment of candidate(s) and employment of MSP staff I may process the following personal information:

- Assess your suitability for a job vacancy;
- Contact you in relation to your application for employment;
- Process your application for employment;
- Make a decision about your recruitment or appointment;
- Process your contract of employment;
- Provide and process payments and benefits to you (including complying with pension auto-enrolment obligations, liaising with your pension provider and determining pension eligibility) and, if applicable, deduct tax and national insurance and any arrestment of earnings order;
- Handle any disputes that may arise out of or in the context of your employment;
- Details of trade union membership;
- Arrange access to learning and development resources;
- Assess entitlement to certain benefits such as Childcare vouchers and the cycle to work scheme;
- Provide adjustments to someone with a disability in line with legal obligations under the Equality Act 2010;
- Protect your vital interests or those of another person (in exceptional circumstances, such as a medical emergency); and exercise or perform employment law rights and obligations and review equality of opportunity or treatment.

### The legal basis for processing personal data:

Data protection law states that I must have a legal basis for handling your personal data. The permitted legal bases can be found in the UK GDPR and the DPA.

## Casework

Where it is necessary for me to process data for the purpose of taking reasonable action on behalf of a constituent, I do not require the constituent's consent for that processing. The legal basis for the processing is that it is necessary for a task carried out in the public interest or, as regards special category data, the substantial public interest. In particular:

- In relation to 'normal' category data, the legal basis is that the processing is necessary for an activity supporting or promoting democratic engagement (article 6(1)(e) UK GDPR and section 8(e) DPA). Democratic engagement covers a wide range of political activities inside and outside election periods, including but not limited to: democratic representation, communicating with electors and interested parties, surveying and opinion gathering, campaigning activities, activities to increase voter turnout, supporting the work of elected representatives, prospective candidates and official candidates and fundraising to support any of these activities;
- In relation to 'special category data', the legal basis is that the processing is necessary for reasons of substantial public interest, which includes any processing carried out by an MSP, or a person acting with their authority, for the purpose of reasonable actions taken by the MSP in response to a request by an individual to take action on their behalf (Article 9(2)(g) UK GDPR and paragraph 23 of Schedule 1 of the DPA).

## Referral of Casework to Committees

- Where I am engaged in constituency casework that raises matters relevant to the work of a Scottish Parliament Committee, I may share your personal contact details to the relevant Committee clerk. The Committee clerk may then contact you when this is a reasonable response to your concern.
- The legal basis for that the processing is necessary for an activity supporting or promoting democratic engagement (article 6(1)(e) UK GDPR and section 8(e) DPA).

You can find out more about how Committees collect and use personal information about individuals on the Scottish Parliament website.

## Other processing activities

For other activities and functions which involve the processing of personal data, the legal basis for

processing may, depending on the circumstances, be:

- Processing necessary for a task carried out in the public interest (which includes processing necessary for an activity supporting or promoting democratic engagement (article 6(1)(e) UK GDPR and section 8(e) DPA). Democratic engagement covers a wide range of political activities inside and outside election periods, including but not limited to: democratic representation,

communicating with electors and interested parties, surveying and opinion gathering, campaigning activities, activities to increase voter turnout, supporting the work of elected representatives, prospective candidates and official candidates and fundraising to support any of these activities;

- Processing necessary for the pursuit of legitimate interests;
- Consent of the data subject (the person who the personal data relates to.);
- Processing necessary to comply with legal obligations;
- Processing necessary to protect vital interests of individuals; and/or
- Processing necessary for the performance of a contract.

As for any sensitive (or special category) data, the legal basis relied upon may, depending on the circumstances, be:

- Processing necessary to comply with legal obligations;
- Explicit consent;
- Processing necessary to protect vital interests of individuals;
- The data has been manifestly made public by the data subject; and/or
- Processing necessary for the establishment, exercise or defence of legal claims.

## Categories of processing activities and corresponding legal basis:

Processing of personal data means anything from collecting, storing, using to sharing and deleting (see link above for more information). I process personal data in the following ways:

Processing activity	The legal basis	How long I retain the data	How the data may be shared
Receiving, storing and responding to general enquiries by letter, email, web-form, phone, social media or in person	The processing is necessary for the performance of a task carried out in the public interest or for the purpose of a legitimate interest (article 6(1)(e) UK GDPR). The task is the engagement of constituents with their elected parliamentary representative. The accessibility of elected representatives is in the public interest.	For as long as I am an MSP	As required for me to assist with your issue or enquiry.
Receiving, storing and responding to complaints by letter, email, web-form, phone, social media or in person	The processing is necessary for the performance of a task carried out in the public interest (article 6(1)(e) UK GDPR). The task is the engagement of constituents with their elected parliamentary representative. The accessibility of elected representatives is in the public interest.	For as long as I am an MSP	As required for me to assist with your issue or enquiry.
Receiving and storing data in relation to a personal issue or problem raised by a constituent (casework)	The processing is necessary for the performance of a task carried out in the public interest (article 6(1)(e) UK GDPR). The task is the engagement of constituents with their elected parliamentary representative. The accessibility of elected representatives is in the public interest. For special category data: The processing is necessary for reasons of substantial public interest (article 9(2)(g) UK GDPR and DPA Sch 1, para 23; (this covers any processing carried out by an MSP, or a person acting with their authority, for the purpose of reasonable actions taken by an MSP in response to a request by an individual to take action on their behalf).	For as long as I am an MSP	As required for me to assist with your issue or enquiry.
Collect and use data for the purpose of sending out newsletters with information about surgeries, office contact details and upcoming events and campaigns	The processing is necessary for the performance of a task carried out in the public interest (article 6(1)(e) UK GDPR).	For as long as I am an MSP	May be shared with a fulfillment company for posting.
Take, store and use photos and videos in connection with my engagements and events I attend in my capacity as a MSP.	The processing is necessary for the performance of a task carried out in the public interest (article 6(1)(e) UK GDPR) or for the purpose of a legitimate interest (article 6(1)(f) UK GDPR) or the data subject has provided consent (article 6(1)(e) UK GDPR).	For as long as I am an MSP	May be shared on Social Media, my website or on a newsletter.
Employment related processing for the purposes of staff recruitment, including pre-employment checks	This processing is necessary for legitimate interests of the MSP (as a prospective employer), to select a suitable employee for an advertised position (article 6(1)(f) UK GDPR).	For as long as I am an MSP	As required in order to progress your employment application. Information will be shared with The Scottish Parliament HR team.

Processing activity	The legal basis	How long I retain the data	How the data may be shared
Appointment of MSP staff	The processing is necessary for the performance of a contract (article 6(1)(b) UK GDPR)	For as long as I am an MSP	As required in order to progress your employment application. Information will be shared with The Scottish Parliament HR team.
Performance of employment law rights and obligations including equality considerations	The processing is necessary for reasons of substantial public interest (article 9(2)(g) UK GDPR and paragraph 8, part 2, schedule 1 of the DPA) as the processing is necessary for the purposes of identifying or keeping under review the existence or absence of equality of opportunity or treatments between groups of people with a view to enabling such equality to be promoted and maintained.	For as long as I am an MSP	As required as part of my duties as your employer. Information will be shared with The Scottish Parliament HR team.
Making reasonable adjustments for person(s) with disabilities	The processing of special category data is necessary to comply with our legal obligations under the Equality Act 2010 (article 9(2)(g) UK GDPR, s10(3) and para 6(1), 2(a) of Part 2, Schedule 1 to the DPA).	For as long as I am an MSP	Information will be shared with The Scottish Parliament HR team and relevant professionals who can help me make adjustments.
Legal disputes	The processing of special category data may also be necessary for legitimate interests (article 6(1)(f) UK GDPR and article 9(2)(g) UK GDPR and paragraph 33 of Part 3, Schedule 1 to the DPA).	For as long as I am an MSP	May be shared with The Scottish Parliament and my legal representative.
Visiting my office – Recording you on the Video Doorbell	The processing of your data may also be necessary for legitimate interests in order to keep myself and my staff safe.	For up to 180 days	Will not be shared unless the recording is requested by the Police or security teams at The Scottish Parliament.
Surveys	The processing is necessary for the performance of a task carried out in the public interest or for the purpose of a legitimate interest (article 6(1)(e) UK GDPR). The task is the engagement of constituents with their elected parliamentary representative. The accessibility of elected representatives is in the public interest.  I do not require the constituent's consent for that processing your data to send a survey (by letter). The legal basis for the processing is that it is necessary for a task carried out in the public interest.	For as long as I am an MSP	If you respond, as required for me to assist with your issue or enquiry.

## Sharing of personal data:

I sometimes may be required to share the personal information I hold with other individuals or organisations including for example:

- healthcare, social and welfare organisations;
- local and central government bodies;
- educators and examining bodies;
- statutory law enforcement agencies;
- investigating bodies;
- elected representatives and other holders of public office;
- financial organisations;
- crime prevention agencies and the police.

## Employment and pensions

In connection with employment as MSP staff, your personal data may be shared your personal information with the following third parties if this is required for performance of duties or by law:

- HMRC;
- Banks/ Building society;
- Our service providers, including IT service providers; payroll and pension administrators; and those involved in providing benefits in connection with your appointment, such as for example childcare vouchers.
- Health professionals and occupational health providers involved in your care;
- Audit (internal and external);

Other third parties as necessary to comply with the law. The SPCB will act as a data processor in order to provide third party pension scheme providers with the home address details of MSP staff in order that MSP staff may enrol on the scheme and receive information from the provider.

The current pension scheme provider is Aviva and their privacy notice is available here:  
<https://www.direct.aviva.co.uk/MyAccount/Public/MyAvivaPrivacyNotice>

Depending on the circumstances, the legal basis for sharing data with these organisations may be that:

- the sharing is necessary for complying with a legal obligation to which I am subject (Art 6(1)(c) UK GDPR);
- the sharing is necessary in order to protect the vital interests of the data subject or of another person (Art 6(1)(d));
- the sharing is necessary for the performance of a task carried out in the public interest or substantial public interest (Art 6(1)(e) or Art 9(2)(g) UK GDPR);
- The sharing is necessary for the pursuit of a legitimate interest (Art 6(1)(f) UK GDPR); or
- the sharing is necessary for the performance of a contract (Art 6(1)(b) UK GDPR).

I may seek your prior express consent to share your personal data with any of the following:

- employment and recruitment agencies;
- press and the media;
- family, associates and representatives of the person

whose personal data I am processing;

- enquirers;
- subjects of complaints;
- political parties;
- charitable bodies;

## The consequences of my not processing personal data are:

- Where I am processing personal data for the performance of a contract, the consequence of not processing the personal data is that I may not be able to fulfil my obligations under that contract.
- Where I am processing personal data in accordance with a statutory obligation, the consequence of not processing personal data may be that I am liable to regulatory fines for non-compliance with that statutory duty.

## Automated data processing:

I do not use automated processing techniques to process your data.

## Sharing or processing personal data outside the European Economic Area:

I do not intend to share or process personal data in locations outside the EEA

## Retention of personal data:

I retain personal data for the period that is necessary to carry out casework on behalf of my constituents, work on issues and campaigns I am involved in, and to maintain supplier information, expenses, accounts and associated records.

In relation to employment as a member of staff working for an MSP we will retain all of your personal information during your engagement up until age 100 for the purposes of pension administration and to allow us to assist the employing MSP to establish, exercise or defend legal claims.

## Using my website

My website does not use cookies.

Cookies may be created by third-party providers such as Facebook and X (formally Twitter) which may be linked to on my website.

## Your rights

The UK 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 (see the individual privacy notices listed above for further details in relation to specific processing activities).

### Access to your information

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

### Correcting your information

I want to make sure that your personal information is accurate, complete and up to date and you may me 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 me to delete personal information about you where:

- You consider that I no longer require the information for the purposes for which it was obtained
- I am using that information with your consent and you have withdrawn your consent.
- You have validly objected to my use of your personal information –my 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 me to stop using your personal information for direct marketing purposes. In addition, where I use your personal information to perform tasks carried out in the public interest or for a legitimate interest then, if you ask me to, I 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 me to restrict how I use your personal information. This right might apply, for example, where I am checking the accuracy of personal information about you that I hold or assessing the validity of any objection you have made to my 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 me to delete the data. Where this right is validly exercised, I 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 I 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 me using the contact details provided above.

## Changes to my privacy statement

I 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 above.

This privacy statement was last updated on 07 Jan. 2025.

## Complaints

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

### Online

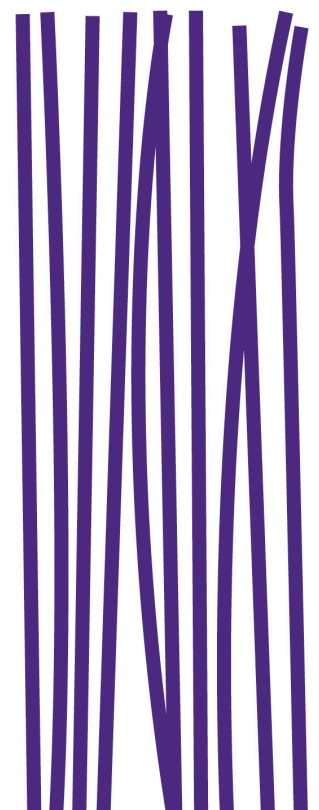
<https://ico.org.uk/global/contact-us/email/>

### By phone

0303 123 1113

### By post

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



## Video Doorbell recording policy

For security, my office records videos via the Video Doorbell.

This is a minimal amount of data, and is designed to allow my staff to view who is entering the building while they are present. This is for their safety, as well as mine. It allows staff to see if someone may be violent, aggressive or dangerous.

The personal data recorded is:

- Video
- Sound

It is automatically records when you press the doorbell. General recordings (including motion detection) is not recorded. However, staff can get a live view from the camera at any time and start recording should they have safety or security concerns.

The system can produce good, clear, quality images. The quality of the information collected is also maintained throughout the recording process managed by Ring.

The system uses two-factor authentication to access recordings.

The date and time update automatically from the internet.

I do not use facial recognition, AI or machine learning.

I will use the data recorded to:

- See who has visited my office (if the doorbell was pressed and you left a message);
- Review and report any concerns to the police or relevant authorities, if necessary.

Unless requested to by the Police or other authorities, I will not share recordings with:

- The landlord of the building (or other tenants)
- Political parties
- Other MSPs

My privacy policy is available at [www.bob-doris.scot/privacy](http://www.bob-doris.scot/privacy)

Last updated 7 Jan 2025