



PRIVACY NOTICE FOR THE PUBLIC

The House of Commons respects your rights to privacy. In line with our responsibilities under the General Data Protection Regulation (GDPR) and Data Protection Act 2018 this Privacy Notice explains the personal data that we collect from you and how we use your information in the House of Commons.

In this Privacy Notice, references to 'us', 'our' or 'we' are to the House of Commons. Everything that we do with your data – for example storing it, working with it or deleting it – is referred to as "processing".

It is important for you to know that MPs are separate data controllers: this notice applies to personal data which is processed by the House of Commons, including Select Committees and House of Commons staff. It does not apply to personal data which is processed by individual MPs, for example as part of their constituency work.

The House of Lords is also a separate data controller, you can access their privacy notice [here](#).

1. About the House of Commons

The Corporate Officer (Clerk of the House) is the Controller of any personal data processed as described in this Privacy Notice. The Data Protection Officer is the Head of Information Rights and Information Security.

If you have any questions about the use of your personal data, please contact the Data Protection Officer as follows:

Email - IRIS@parliament.uk

Telephone – 0207 219 4296

Post – IRIS Service, House of Commons, SW1A 0AA

2. The personal data we collect

When you contact us, visit us, access or use our services either online, by post, in person or by other means, we may collect, store and use your personal data. The personal data we process about you may include but is not limited to your:

- name, address, phone number, email address, other personal contact details;
- bank account/credit card details;
- photographs; proof of identity
- preferences, dietary or access requirements
- personal data that you share when you contact us by letter, email, phone or other means
- personal data required for security purposes

We have set out below some examples of how we collect personal data. This isn't an exhaustive list, but it explains the range of ways in which you may provide us with personal data.

Corresponding with the House and taking part in its work

We collect personal data when you write to House officials or Select Committees, submit material to be considered during inquiries, give evidence as a witness, take part in web forum discussions, submit or sign petitions, or send your details to find out more about the work we do.



We will also process your personal data when you send an enquiry, a request for information, a comment, compliment or complaint to our teams who deal with these matters. Taking part in research to help us to improve our services, or completing a survey or feedback form may also involve providing personal data to us. We also collect data when you apply to work or volunteer in the House of Commons.

Visiting the House of Commons

We collect personal information about you when you visit us for a tour or attend an event at the House of Commons. This might include:

- visiting the Houses of Parliament as a visitor, a guest or for a tour
- visiting the Parliamentary Archives;
- visiting the Library for an open day
- booking a table at one of our public dining events;
- applying to be on a waiting list for our public dining service;
- visiting the Education Centre
- visiting our retail outlets on the estate

We also sometimes receive information about you from third parties, for example when a third-party organisation or an MP arranges an event or tour at the House of Commons and they provide us with your details on a guest list. Where information about you is provided to us by a third party, they should tell you they will be sharing your data with us.

Images of visitors may be recorded by the security cameras operating on the Parliamentary Estate. Our security camera policy is published on the Parliamentary website.

In the event of an accident, such as a slip, trip or fall, we may collect personal data from you to enable us to treat you onsite and/or investigate an incident.

Requesting publications or purchasing items from us

We collect and process your personal information when you order publications from us, purchase items directly from us (for example in the gift shop or through our online retail services), or sign up to receive newsletters or other information from us.

3. Use of your personal data

We process your personal data so we can:

- make sure that Parliament functions properly
- explain and promote the work of Parliament
- provide you with goods, facilities or services

The lawful basis for collecting and using the personal data will depend on the specific reason we have collected it for. We will collect personal data from you for the following reasons (lawful basis):

- where we have your **consent** to do so (see more details below) (GDPR Article 6 (1)(a))
- where we need the personal data or the performance of a **contract** - for example, when you book an event or order something from us (GDPR Article 6 (1)(b))
- where necessary to fulfil a **legal obligation** - for example to enable access for disabled visitors (GDPR Article 6 (1)(c))
- where it is necessary for the performance of our **public task** - for example to collect and publish evidence in a Select Committee inquiry, for public engagement, visits and tours (GDPR Article 6 (1)(e))



- where the processing is necessary for our **legitimate interests** and is fair when balanced against your interests and rights – for example to contact you for feedback following a visit, event or engagement activity (GDPR Article 6 (1)(f))

Consent (GDPR Articles 6 (1)(a) and 9 (2)(a))

In some cases, we process your personal data because you have given your consent. For example, when you contact us and ask for help or information, sign up to receive our newsletters, or when you provide information about your dietary or accessibility requirements when you are attending an event.

Special Categories of Personal Data

A further lawful basis is required when processing special categories of data (racial or ethnic origin; religious or philosophical beliefs; trade union membership; genetic and biometric data; health data; sex life or sexual orientation) as these types of data require more protection. We will only process special categories of data where we have a lawful basis to do so. These will differ dependent on the circumstances but might include processing where we have your **explicit consent** (GDPR Article 9 (2)(a)) to use the data or where it is necessary for **substantial public interest** (GDPR Article 9 (2)(g)).

We may also use your personal data and special category data to protect your **vital interests** (GDPR Articles 6 (1)(d) and 9 (2)(c)), or the vital interests of others you are associated with, if it were to become necessary, for example, whilst visiting the Parliamentary Estate.

If you would like to know more about the particular lawful basis or reasons we are using your personal data, please contact the service area you are providing/have provided it to in the first instance. Details about the lawful basis for processing personal data can be found on the Information Commissioner's website [here](#).

4. Who we share your personal data with

Where necessary or with your consent, we may share personal data with:

- the House of Lords Service;
- providers of goods and services who have contracts with us;
- organisations holding events at the House of Commons which you are attending.

We may also share your data when there is a legal requirement to do so, for example with the Police or similar organisations for security purposes.

5. Storage and retention of your personal data

The House of Commons will retain your personal data for as long as is necessary for the purpose it was collected. The length of time personal data are retained for will differ dependent on the purpose of their collection and legal requirements. In most cases, a retention period will apply which can be found in the Houses of Parliament Authorised Records Disposal Practice (ARDP) on our website.

The ARDP is published here: https://www.parliament.uk/documents/parliamentary-archives/ARDP_internet_2017.pdf

6. Disclosure and security of your personal data



All personal data you provide to the House of Commons will be stored securely, both physically and electronically, in accordance with our policies. We have an information security process in place to oversee the effective and secure processing of your personal data.

Where we use third party processors, we ensure appropriate contracts and duty of confidentiality are in place and technical and organisational measures to ensure the security of data have been assessed as appropriate.

Personal data is predominantly held in data centres within the UK or the wider European Economic Area for the purposes of hosting, maintenance and back up. We (or processors acting on our behalf) may also store or process your personal data in countries outside the European Economic Area but only where we are assured of the security of the data and the adequacy of the data protection regimes of those countries and organisations holding the data.

7. Your rights

We will ensure you can exercise your rights in relation to the personal data you provide to us, for example:

- Where we are relying on your consent to use your personal data, you can withdraw that consent by unsubscribing from our services or writing to the Data Protection Officer. Details are available at the top of this notice.
- You can request access to the personal data we hold about you or ask for certain data in a machine-readable format by contacting the Data Protection Officer.
- You can ask us to update your personal data if it changes. In certain circumstances, you can request we erase the personal data we hold, or ask us to stop or restrict processing if you have an objection.
- If you have any concerns relating to the use of your personal data, you may complain to the Data Protection Officer.

You can exercise these rights, subject to limited exceptions such as parliamentary privilege. Further details about your rights can be found on the Information Commissioner's website [here](#).

8. What if you do not provide your data?

There are certain circumstances where we rely on your personal data to facilitate services to you. Whilst there is no obligation to provide your personal information it may affect the range of services you can access. For example, you are required to provide us with certain details for security purposes to be able to book a tour or visit the House of Commons.

9. Right to complain

If you are unhappy with the processing of your personal data by the House of Commons you should contact the Data Protection Officer in the first instance.

You also have the right to complain to the supervisory authority if you consider that the House of Commons is in breach of your data protection rights. The supervisory authority is the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

<https://ico.org.uk/>

Further details about your rights and the complaints process can be found on the Information Commissioner's website [here](#).