



PRIVACY NOTICE FOR THE PUBLIC

Date: 24/05/2018

The House of Commons manages your data 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.

Everything that we do with your data – for example storing it, working with it or deleting it – is referred to as “processing”.

Members of Parliament (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.

The House of Lords is also a separate data controller, with their own [privacy notice for the public](#).

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.

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. This includes:

- 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

3. How we collect your information

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- You have corresponded with the House or taken part in its work e.g. submitting evidence to a Committee or making an enquiry
- You have visited the House of Commons including the Archives, Library, retail outlets and Education Centre
- You have requested a publication from us
- You have purchased items from us e.g. in our shop
- You have booked a dining experience or event with us
- You have provided feedback or completed a survey

4. Use of your personal data and lawful bases

We process your personal data so we can:

- Make sure that the House of Commons functions properly
- Explain and promote the work of the House of Commons



- Provide you with goods, facilities or services

There are certain circumstances where we rely on your personal data to facilitate services to you. Whilst there is no obligation to provide this, it may affect the range of services you can access.

The reason we collect your personal data also known as the [lawful basis](#) defines the purpose for processing information. These include:

- Where we have your **consent** to do so
- Where we need the personal data or the performance of a **contract**
- Where necessary to fulfil a **legal obligation**
- Where it is necessary for the performance of our **public task**
- Where the processing is necessary for our **legitimate interests**

5. Special Categories of Personal Data

A further lawful basis is required when processing [special categories of personal data](#) as these require greater protection. Special categories include: racial or ethnic origin; religious or philosophical beliefs; trade union membership; genetic and biometric data; health data; sex life or sexual orientation. The lawful will differ dependent on the circumstances but might include processing where we have your **explicit consent** and to use the data or where it is necessary for **substantial public interest**

We may also use your personal data and special category data to protect your **vital interests** or the vital interests of others you are associated with, if it were to become necessary, for example, whilst visiting the Parliamentary Estate.

6. Who we share your personal data with

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

- House of Lords Administration
- 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.

7. Storage and security

We take the security of your data seriously. All personal data you provide to us will be stored securely, both physically and electronically. We have an information security process in place to oversee the effective and secure processing of your information. Where we use third party processors, we ensure appropriate contracts, security 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.

The House of Commons will retain your personal data for as long as is necessary for the purpose it was collected. Retention periods can be found in the Houses of Parliament [Authorised Records Disposal Practice \(ARDP\)](#).

8. Your rights

You have certain rights over the personal data you provide to us, we will ensure you can exercise these. The following scenarios explain these rights in more detail:

- 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.
- 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.

Full details on your rights are available from the regulator, the [Information Commissioners office](#).

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.

Email: IRIS@parliament.uk

Telephone: 0207 219 4296

Post: IRIS, House of Commons, SW1A 0AA

You also have the right to complain to the supervisory authority, the [Information Commissioners office](#) (ICO).

Post: ICO, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.