

House of Commons Members Fund General Privacy Notice

Who we are

This privacy notice has been prepared by the Trustees of the House of Commons Members Fund ("the Fund").

As Trustees of the Fund, we hold certain personal information (known as "personal data") about Fund members and, where applicable, their dependants and beneficiaries. Personal data is the information from which you can be identified and any personal information we hold or process in respect of you will be subject to certain protections.

The Trustees are known as the "data controller" as we decide the purposes for and the means by which the personal data we hold is processed.

Owing to the nature of their role, the Fund actuary will be a joint Data Controller of Fund Personal Data alongside the Trustees.

What information we collect about you

Depending on the circumstances, we will hold some or all of the following information about you:

- your name and date of birth
- your gender
- your marital status
- your address and other contact details (such as telephone number and email address)
- your national insurance number
- details of your bank account (to pay benefits)
- details about your dependants and/or beneficiaries (including their names and possibly details of their gender)
- relevant service information (including current and past salary information and service dates)
- details about your benefits
- facts and opinions recorded about an individual
- medical and other details about your health.

From time to time we may also need to collect other information about you. For example, in order to approve a hardship payment, we may also need to collect particularly sensitive information about you and/or your dependants and beneficiaries. This is known as "sensitive personal data" and includes details relating to health, racial or ethnic origin, religious or other similar beliefs, sexual orientation and political affiliations. Except where the legislation allows

it, this information cannot be processed or passed to a third party without your explicit consent.

Your personal data will be collected directly from you. However, we may also receive personal data from other parties, for example HM Revenue & Customs or someone acting on your behalf, such as an independent financial adviser. If you are receiving a dependant's benefit from the Fund we may have been given your personal data by a Fund member, or through enquiries undertaken by us on a Fund member's death. We do not collect any personal data that we do not need and any unnecessary personal data received will be securely destroyed.

What we do with your personal data

The Trustees have a legitimate interest in holding and processing information about you as it is needed for us to properly administer the Fund and to pay benefits. We also keep information in order to comply with our obligations towards members under the Fund, as well as under relevant legislation. Personal data relating to the Fund is held on paper and on computer systems and is processed and stored in accordance with our Data Protection Policy.

To the extent possible, we ensure that personal data is held in the United Kingdom (UK). Regulations under section 17A of the Data Protection Act 2018 specify that all countries within the European Economic Area (EEA) are regarded as providing an adequate level of data protection. If personal data are transferred to a country outside the UK, the adequacy of that country and the organisations and systems processing the data is assessed to ensure that appropriate safeguards are in place. Although we intend to ensure that all aspects of our IT provision are UK (rather than EEA) based.

Our work does not involve profiling or automated decision making that uses personal data that other parties send to us. Given the nature of our work, we do not expect this to change.

Who we share your personal data with

We are not allowed to disclose personal data about you to other parties except:

- when required for contractual or legal reasons or other specifically identified purposes; or
- where you have given your consent.

In order to properly administer the Fund, we share your personal data with the following:

- our Fund secretary
- the third parties who are responsible for the day-to-day administration of the Fund on behalf of the Trustees
- the Fund's professional advisers, including the Fund actuary, auditor, investment consultants and lawyers
- the advisers and printers who help us prepare various communications we send to you

- the Bankers' Automated Clearing Service (BACS), or the Clearing House Automated Payment System (CHAPS) in order to pay benefits in the UK, or with Lloyds Bank (the Fund's banking providers) when payments are being made overseas.

How long we keep personal data for

We must keep all personal data safe and only hold it for as long as necessary. To meet the requirements of both UK tax law, we must keep certain personal data (for example, details about the date a member joins the Fund, their name and address, and details of benefits paid) for a minimum of 6 years. However, given the nature of the Fund, the Trustees may be required to keep some of your personal information until after your final benefit entitlement has been paid from the Fund.

We regularly review the personal data held in relation to the Fund in accordance with our Data Protection Policy. If we conclude that certain personal data is no longer needed, that personal data will generally be destroyed.

Your rights

You have several rights granted to you under the United Kingdom General Data Protection Regulation (UK GDPR) which are detailed below. You should be aware that taking any of these steps could have an impact on the payment of your benefits, your participation in the Fund and/or our ability to answer questions relating to your benefits.

We will respond to requests without undue delay, and usually within one month of receipt of the request. Information will generally be provided to you free of charge, although the Trustees can charge a reasonable fee in certain circumstances.

Your rights

- **Right to Rectification** – if at any point you find that the personal data we hold about you is inaccurate, you can ask to have it corrected.
- **Right of Access** – you have the right to see personal data that is held about you and a right to have a copy provided to you, or someone else on your behalf, in a machine readable (namely, digital) format.
- **Right to Restrict processing** – you can require the Trustees to restrict the processing of your personal data in certain circumstances, for example, whilst a complaint about its accuracy is being resolved.
- **Right to object to processing** – as we are relying on legitimate interests as a reason for processing, you can object to your personal data being processed, although the Trustees can override this objection in certain circumstances.
- **Withdrawing consent** – where you have given us your consent to processing your personal data, you can withdraw that consent at any time by notifying us (see "Who to

contact" below). However, withdrawing your consent will not affect the processing of any personal data which took place beforehand and it may be possible for the Trustees to continue processing your personal data where this is justified.

- **Right to be forgotten** – you can request that your personal data is deleted altogether, although the Trustees can override this request in certain circumstances.

Who to contact about your personal data

If you wish to:

- exercise any of the rights mentioned above; or
- make a complaint about how we have handled your personal data;

please contact hcmf@parliament.uk.

Making a complaint to the Information Commissioner's Office

If you are not satisfied with our response to any query you raise with us, or you believe we are processing your personal data in a way which is inconsistent with the law, you can complain to the Information Commissioner's Office whose helpline number is: **0303 123 1113**.

Updates to this notice

This notice is the latest version as at 1 February 2021. This notice will be updated from time to time and can be found on the www.parliament.uk website. If you would like to receive a hard copy of the notice, please let us know (see "Who to contact" above).