

## **All-Party Parliamentary Groups**

### **Guide to the Rules**

*Approved by the Committee on Standards on 18 July 2023*

*Updated 12 September 2023 (amended Resolution on transitional arrangements)*

## **Transitional arrangements**

Resolution of the Committee on Standards, 18 July 2023, as amended on 12 September 2023:

*Resolved, That—*

(1) The rules prohibiting foreign governments from providing or funding (whether directly or indirectly) a secretariat come into force with immediate effect on 16 October 2023.

(2) APPGs need to comply with any other new rules from 31 March 2024; except that the rule providing that a Member of the House of Commons may be an Officer of a maximum of six Groups shall only apply from the start of the next parliament.

(3) APPGs will be able to hold EGMs virtually or by correspondence during a transition period (to meet the requirement for 4 officers and no more) ending on 31 March 2024.

(4) An audit of compliance will be carried out in April 2024. Any APPG that has not complied with the Rules by 31 March 2024 will be deregistered.

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# 1. Introduction

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## **The Guide to the Rules**

1. This Guide supplements the rules for All-Party Parliamentary Groups (APPGs), as approved in outline by the House on Wednesday 19 July 2023; and has been published under the authority of the Committee on Standards. The Guide therefore carries the authority of the House.
2. The Guide will from time to time be revised and updated, in accordance with the authority which the House of Commons on 13 May 2014 delegated to the Standards Committee. This allows Committee to make such minor changes as are needed to ensure the effective operation of the Register and the regulatory regime.
3. The new Rules will take effect from 16 October 2023, subject to any transitional arrangements agreed by the Committee on Standards.

## 2. All-Party Parliamentary Groups

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### All-Party Parliamentary Groups

4. An All-Party Parliamentary Group (APPG) consists of Members of both Houses who join together to pursue a particular topic or interest. APPGs cover a diverse range of subjects and are established for a rich variety of purposes. They provide a valuable opportunity for parliamentarians to engage with individuals and organisations outside Parliament who share an interest in the subject matter of their group. They are not, however, official parliamentary bodies, nor do they carry the same authority as Select Committees or other Committees of either House. The direction, finances, policy, strategy, research and aims of the Group must at all times be the sole responsibility of the Parliamentary Members of the Group, not any external body or secretariat.
5. The Register of All-Party Parliamentary Groups is maintained by the Parliamentary Commissioner for Standards. It is the definitive list of APPGs. It contains financial and other information about APPGs which the House has decided should be published. The Register is published on the parliamentary website and updated approximately every six weeks.
6. All-Party Parliamentary Groups are established when they submit a completed register entry after an inaugural meeting. All groups cease to exist on the dissolution of Parliament for a general election.
7. Groups must observe the following rules about membership:
  - a) Groups must be open to all Members of both Houses excluding Government ministers;
  - b) Groups may charge parliamentarians an annual subscription;
  - c) All parliamentarians may vote at any meeting of the group;
8. Groups may include non-parliamentarians as external members, and may charge them a subscription or membership fee, but they must not have voting rights.

### Unregistered cross-party groups

9. Cross-party groups which do not satisfy the rules on APPGs are not registered. Members of such groups, and those which choose not to be registered, are responsible for registering benefits which they receive from or through the group, in accordance with the rules of the relevant House. In addition, a Member of the House of Commons who chairs such a group must list in his or her own entry in the Members' Register any benefits received by the group in

the last twelve months, subject to rules and the financial thresholds applying to that Register, as if they were received by him or her.

10. Unregistered cross-party groups are not permitted to use the crowned portcullis in any form, or to use the terms “All-Party”, or “parliamentary” in their name. They have a lower priority than registered groups when booking meeting rooms on the parliamentary estate.



## 3. The APPG Rules

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On 19 July 2023, the House approved the following rules for APPGs.

These rules are supplemented by the Guide to the Rules for APPGs, which sets out the detailed requirements for Groups.

### **Benefits of registration**

All-Party Parliamentary Groups are groups of parliamentarians who share particular interests, and have chosen to abide by the rules relating to the registration of APPGs and declaration of their interests. The advantages of registration as an APPG are as follows:

It is explicit that the Group is committed to abiding by the principles of transparency which underpin these rules;

Members of the public can establish whether or not a group of Members has registered as an APPG;

Registered APPGs are entitled to use the term “parliamentary” to describe their activities, and to use the APPG Portcullis badge;

APPGs are able to book rooms on the Parliamentary estate.

The following rules apply to all APPGs:

### **Membership and officers**

The Group must be open to all non-government Members of either House

A Group must have four registered officers (and no more), including at least one from the government party (or parties) and at least one from the main opposition party. At least two officers must be from the Commons.

The Group must have a Commons chair; Peers can be co-chairs.

The Chair is responsible for the Group’s compliance with parliamentary rules (but see below for APPGs in receipt of registrable financial benefits) and must therefore be the group’s Registered Contact.

A Member of the House of Commons may be an officer of a maximum of six Groups.

An APPG must have at least 20 members and must maintain an accurate and up-to-date list of those members (which must be made available as set out in the Guide to the Rules).

### **Meetings**

A formal meeting is one at which any decision is to be taken or a vote is to be held; or which includes an outside speaker.

APPGs must hold a minimum of two formal meetings per year, of which one must be an AGM at which officers will be elected.

Groups must advertise all formal meetings (including elections) on the All-Party Notice, giving at least a week's notice, and such elections must take place when both Houses are sitting.

The quorum for a formal meeting is five Members of either House of Parliament, save that at least one officer who is a Member of the House of Commons must be present at any meeting where an officer is elected.

Sufficient minutes must be kept to demonstrate what meetings have been held, that any meetings were quorate and what decisions were made.

### **Registering financial benefits.**

APPGs' financial and material benefits must be registered.

Financial benefits must include a value.

Material benefits must include a description and an approximate financial value appended to them in bands of: £1,501-£3,000; £3,001-£4,500 and so on.

Any APPG that receives registrable financial and material benefits (worth more than £1,500) in a calendar year will be subject to further transparency requirements as outlined below.

Financial and material benefits must be registered within 28 days with information about the date of receipt by Group as well as date of registration.

APPGs must register when an external organisation provides a secretariat and, if funding for this is provided from a third party, the source of that funding.

Where a secretariat is provided by a consultancy, that consultancy must make information about their clients available and the Group must register the original funding source.

Individual Members remain responsible for registering in the Register of Members' Financial Interests, any benefits they themselves receive as a result of APPG membership, should those benefits reach the registrable thresholds.

APPG Secretariats must not hold APPG funds themselves, all funds must only be accessible by an officer (or officers) of the APPG.

### **Rules relating to foreign governments**

A Group must not accept the provision of a secretariat by a foreign government, nor may they accept the services of a secretariat funded by a foreign government. A Group's officers must undertake due diligence as to whether a foreign government is the eventual funder of a secretariat or other benefit.

### **Transparency**

APPGs must either publish on their website if they have one (or make available on request if they do not) the required information as set out in Guide to the Rules.

Where the rules provide that information relating to a Group must be provided on request, this must be provided within 28 days.

Website addresses must be included in a Group's Register entry.

### **Communications**

APPGs must use only the APPG Portcullis in any communication, including electronic transmission such as twitter feeds and other social media.

All APPG reports should display a rubric on the front cover which clearly states: "This is not an official publication of the House of Commons or the House of Lords. It has not been approved by either House or its committees. All-Party Groups are informal groups of Members of both Houses with a common interest in particular issues. The views expressed in this Report are those of the group."

### **Other registration requirements**

Any registrable change must be made in writing to the Commissioner's office within 28 days of the change.

### **Declaration of interests**

Where an APPG report has been compiled or funded by an external organisation, the rubric must make this clear through wording such as "This Report was researched by xxx and funded by xxx".

When communicating with Ministers, public officials, public officer holders or outside organisations, APPGs and their officers must declare their sources of funding.

**The following additional rules apply to Groups who receive outside financial benefits (or benefits in kind) over £1,500 in a calendar year, applying from the point at which that threshold is reached:**

The Group's subsequent AGM (and any Extraordinary General Meeting called to elect an officer) must be chaired by a Member of Parliament nominated by the Speaker who is not an officer or member of that Group.

The quorum for the Group's AGM shall be eight members of either House (not including the externally appointed chair of the meeting).

The Group shall publish an annual report explaining its work and a due diligence statement in relation to foreign government funding.

The Group's four officers are jointly and severally liable for compliance with these additional rules.

## 4. Application of Codes of Conduct and registering benefits by Members and Peers

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11. When engaged in activities as part of or in connection with an All-Party Parliamentary Group, MPs and Peers are subject to the Code of Conduct approved by their House. In particular, they must observe the prohibition on paid advocacy. They must also record in the appropriate Register of Interests (subject to the financial thresholds set out in each Register) any benefit (such as hospitality, gifts or overseas visits) that comes to them because they are a member of an All-Party Parliamentary Group.
12. MPs and Peers should not, however, list in their own Register entry any staff member employed by the group unless, in addition for their work for the group, the staff member contributes to the Member's parliamentary work, and the value of this contribution exceeds the threshold that applies to the relevant Register.
13. MPs and Peers should also bear in mind that, as well as registering their interests, they are required to disclose interests, either orally or in writing, in accordance with the appropriate Guide to the Rules, at the time when it is relevant. This requirement covers almost every aspect of their parliamentary duties and parliamentary proceedings, including their activity as part of or in connection with an All-Party Parliamentary Group. They must therefore disclose to the group at the time (and to others, as necessary) any interest which meets the test of relevance.<sup>1</sup>

### **MPs' staff and Peers' staff: registering benefits**

14. MPs' and Peers' staff who have a parliamentary security pass must record in the appropriate Staff Register any benefit which they themselves receive from, or because of their association with, an All-Party Parliamentary Group, subject to the financial thresholds applying to that Register.

### **Compliance with the APPG rules and the Code of Conduct**

15. The Registrar has discretion to remove an APPG from the Register until they are satisfied that the group has taken all necessary steps to comply.
16. The Parliamentary Commissioner for Standards (and, in the Lords, the Lords Commissioner for Standards) may investigate allegations of a breach of the relevant Code of Conduct and the associated rules. The Commissioner may report to the Committee on Standards (and, in the Lords, the Lords Commissioner may report to the Lords Conduct Committee) any findings from such an investigation. There are separate arrangements for investigations by

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<sup>1</sup> The tests of relevance are set out in the Guides to the Rules for MPs and for Peers.

the Parliamentary Commissioner for Standards into allegations of breaches of the rules for All-Party Parliamentary Groups.

17. The Parliamentary Commissioner for Standards may also investigate allegations that a group has broken the rules on use of facilities.

### **APPG Register**

18. The Register of All-Party Parliamentary Groups is the definitive list of All-Party Parliamentary Groups. It contains the financial and other information about groups which the House has decided should be published in the Register.
19. The Register is maintained by the office of the Parliamentary Commissioner for Standards and published on the APPG pages of the parliamentary website: <http://www.parliament.uk/about/mps-and-lords/members/apg/>.
20. Past editions of the Register remain on the parliamentary website for seven years, so that the history of each group's arrangements can be seen. In addition, benefits (other than secretarial costs) will remain on a group's register entry for 12 months after they ceased or 12 months after the registration date (if that is later).
21. It is for each group to update its own Register entry. The Chair and Registered Contact is responsible for this and for ensuring the group's compliance with the rules of the House. Forms for registering and updating a group's entry are available on the APPG pages of the parliamentary website: [www.parliament.uk/about/mps-and-lords/members/apg/](http://www.parliament.uk/about/mps-and-lords/members/apg/).

## 5. Making and maintaining a Register entry

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### Inaugural Meeting

22. To become an All-Party Parliamentary Group, a group must first hold an inaugural meeting. The requirements for an inaugural meeting are as follows:
- a) Decision on the name of the group and its purpose; and
  - b) Election of officers.
    - i) A Group must have four registered officers (and no more), including at least one from the government party (or parties) and at least one from the main opposition party. At least two officers must be from the Commons.
    - ii) The Group must have a Commons Chair and Registered Contact. Peers elected as a co-chair but cannot be the formal chair of an APPG.
    - iii) The Chair is responsible for the Group's compliance with parliamentary rules and must be the group's Registered Contact.
    - iv) A Member of the House of Commons may be an officer of a maximum of six Groups.
  - c) An APPG must have at least 20 members of either House.
23. The group must then submit to the Registry Office within 28 days of that meeting, a register entry for inclusion in the APPG Register.

### Making a Register entry

24. The template for a Register entry can be found at Appendix 1 and on the [APPG website](#).
25. The following information is required to register an APPG:
- a) The group's name, which must include the words All-Party Parliamentary Group, and must describe the focus of the group;
  - b) The group's statement of purpose, in no more than 50 words;
  - c) The category into which the group falls. A country group is one which focuses on a particular country, area or region outside the UK; a subject group focuses on a particular topic or issue;

- d) The date of the group's inaugural election of officers. This is the group's first formal meeting of the Parliament, and will constitute the first day of its reporting year;
- e) The name and party affiliation of each of the group's four officers and the post they hold, in accordance with the following rules:
  - i) A maximum of four officers may be elected and each officer must be either an MP or Peer;
  - ii) The Chair of the group and one other officer must be an MP;
  - iii) Groups may appoint Peers to either one or both of the remaining officer roles (including co-chair);
  - iv) At least one officer must be from the government party or parties and at least one from the main opposition party;
  - v) Groups may appoint Peers to any role apart from that of Chair & Registered Contact);
- f) The parliamentary or constituency contact details of the MP who is the group's Chair and Registered Contact;
- g) The name and contact details of a public enquiry point (if the Group has one), and of any external organisation acting as the group's secretariat, together with its website;
- h) The group's web address (if it has one);
- i) The start date of the group's reporting year (which is the date of the group's inaugural meeting).<sup>2</sup>
- j) Details of any benefits received (whether financial or in kind) by the group from sources other than Parliament, if the total value of benefits received by the APPG exceeds £1,500 in a calendar year. The information to be provided is:
  - i) The name of the donor (and that of any third party who ultimately funded the benefit);

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<sup>2</sup> The end of the reporting year will be one year later, less one day. The group's reporting deadline will be four months from the end date.



ii) The date(s) when the benefit was received.

26. This includes:

- a) Details of any benefits received (whether financial or in kind) by the group from sources other than Parliament, if the total value of the benefit from that source exceeded £1,500 in the calendar year. The information to be provided is:
- The name of the donor (and that of any third party who ultimately funded the benefit);
  - The date(s) when the benefit was received;
  - For financial benefits: the value, in £. A financial benefit involves a transfer of money to the group;
  - For benefits in kind: their nature and value (in a £1,500 band). A benefit in kind involves the donor giving goods or services to the Group, or paying for these on their behalf. (See below.)

#### *Benefits in kind*

27. Benefits in kind may include:

- a) One-off benefits such as overseas visits, hospitality, event or travel tickets, receptions or other events, clothing, jewellery or discount cards, loans or discounts; and/or
- b) Benefits provided to the group over a period of time, such as for example, research, administrative, secretarial or web support; regular office cleaning, contributions to preparing, printing or publishing reports; subscriptions or memberships.

28. Groups must not register as a benefit any goods or services purchased from their own resources.

29. When registering staff services, the value given in the Register should be based wherever possible upon the full costs met by the employer, including accommodation, pensions contributions and other costs for which figures are available, and based on hours worked.

30. Groups are not required to register services provided by volunteers who donate their own services.

31. A group which has already registered benefits amounting to over £1,500 in a calendar year from a particular source must register separately any further benefits from that source if they exceed £1,500 in value.
32. To assist the registration process, the table below sets out the £1,500 bands into which benefits are likely to fall.

Value Bands (to be used when registering the value of a benefit in kind)									
FROM	TO	FROM	TO	FROM	TO	FROM	TO	FROM	TO
1,501	3,000	21,001	22,500	40,501	42,000	60,001	61,500	79,501	81,000
3,001	4,500	22,501	24,000	42,001	43,500	61,501	63,000	81,001	82,500
4,501	6,000	24,001	25,500	43,501	45,000	63,001	64,500	82,501	84,000
6,001	7,500	25,501	27,000	45,001	46,500	64,501	66,000	84,001	85,500
7,501	9,000	27,001	28,500	46,501	48,000	66,001	67,500	85,501	87,000
9,001	10,500	28,501	30,000	48,001	49,500	67,501	69,000	87,001	88,500
10,501	12,000	30,001	31,500	49,501	51,000	69,001	70,500	88,501	90,000
12,001	13,500	31,501	33,000	51,001	52,500	70,501	72,000	90,001	91,500
13,501	15,000	33,001	34,500	52,501	54,000	72,001	73,500	91,501	93,000
15,001	16,500	34,501	36,000	54,001	55,500	73,501	75,000	93,001	94,500
16,501	18,000	36,001	37,500	55,501	57,000	75,001	76,500	94,501	96,000
18,001	19,500	37,501	39,000	57,001	58,500	76,501	78,000	96,001	97,500
19,501	21,000	39,001	40,500	58,501	60,000	78,001	79,500	97,501	99,000

### *Overseas visits*

33. Groups must not register:
- a) Visits undertaken on behalf of, or funded by: HM Government, or by Parliament, or by an international organisation to which the United Kingdom Government belongs,
  - b) Visits undertaken on behalf of or under the auspices of:
    - The Commonwealth Parliamentary Association;
    - The Inter-Parliamentary Union;
    - The British American Parliamentary Group;
    - The British-Irish Parliamentary Assembly;
    - The Council of Europe;
    - The Western European Union;

- The Westminster Foundation for Democracy;
- The NATO parliamentary assembly,
- The Organisation for Security and Co-operation in Europe Parliamentary Assembly;
- The British Council;
- The EU-UK Parliamentary Partnership Assembly.

Nevertheless, APPGs should include in their Income and Expenditure Statements any benefits in money or in kind from these organisations, except only for benefits funded by Parliament or by the Independent Parliamentary Standards Authority which should not be included.

#### **Updates to the Register**

34. Any changes to an APPG's register entry must be emailed to the Registry Office [groupsregister@parliament.uk](mailto:groupsregister@parliament.uk) within 28 days of that change.

## 6. APPG Meetings

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### Introduction

35. An APPG must hold at least two formal meetings in the group's reporting year; one of which must be an Annual General Meeting (AGM) or a meeting which involves an inaugural election of officers.
36. A formal meeting is one at which one or more decisions is, or is to be, taken, or a vote is to be held; or which includes an outside speaker.

### Outline of requirements for meetings

Meeting	Value of benefits group has received during a calendar year	Quorum	Must hold as physical meeting?	Must be held at Parliament	Must hold when both Houses sitting	Must advertise on APNs
AGM (or EGM involving elections))	Under £1,500 (in last calendar year)	5 (at least 1 must be MP)	Yes (no virtual element allowed)	y	y	Y
AGM (or EGM involving elections)	Over £1,500 (in calendar year)	8	Yes (no virtual element allowed)	Y	Y	Y
Formal meeting (not AGMs or EGMs) that involve votes, decisions or outside speaker	N/A	5	Quorum must be physical; anyone else can attend virtually	N	N	Y
Any meeting not listed above	N/A	5	Can be physical, virtual or hybrid	N	N	N

## Security at APPG Meetings

37. APPG meetings must not be advertised as public meetings. Under the rules governing the use of the House's committee and conference rooms and its catering facilities, the person sponsoring the booking is responsible for the conduct of the meeting and the behaviour of those attending.
38. The Security Department has provided the following advice on the conduct of APPG meetings:
 

If an APPG meeting is open to non-passholders, these individuals must receive personal invitations. The Chair or prospective Chair (or a delegated officer or officers) must approve the invitation list. Before doing so they should consider carefully who they put on that list and whether there are any potential concerns surrounding particular invitees. They should also consider whether the subject matter may attract others, not invited, but intent on causing disruption. This may become more of an issue if the event is advertised widely.
39. If the Chair of an APPG believes that an event may attract unwanted attention or has the potential to put the safety of APPG members in jeopardy then they should discuss it with Security Control on ext. 5311. The Parliamentary Security Department assesses the security risks to APPGs along with other parliamentary activity on a weekly basis. If there are reasons to believe there may be cause for disruption, for example if a contentious issue is under discussion, then additional security support will be provided.

## Annual General Meetings (AGMs)

### *Meeting requirements*

40. A group must hold its AGM within four months of the end of its reporting year. The start and end date of an APPG's reporting year is set out in its Register entry.
41. AGMs must be held physically on the parliamentary estate and on a day when both Houses are sitting. Hybrid or virtual meetings are not allowed for AGMs or meetings to elect officers. Outside speakers, guests and members of an APPG may not attend AGMs virtually.
42. APPGs must give Members a clear week's notice of an AGM by advertising it on the All-Party Notices (APNs), together with details of a parliamentary contact for the group.

43. Notices for inclusion in the APN must be sent to the Whips' Office.<sup>3</sup> The deadline for submitting a notice to the Whips' Office is 5.00pm on the Wednesday of the week before the meeting. The publication schedule for APNs and a template notice can be provided by the Whips' Office and is included in each APN.

***APPGs that have received less than £1,500 in funding in their reporting year***

44. The quorum for these groups is five Members of either House, including at least one MP.
45. The AGM must be chaired by an officer of the group.
46. All groups must prepare and agree an income and expenditure statement, even if it is a "nil return".

***APPGs that have received more than £1,500 funding in their reporting year***

47. The quorum for these groups is eight Members of either House, including at least one MP (not including the externally appointed chair of the meeting).
48. The AGM must be chaired by a Member of Parliament nominated by the Speaker who is not an officer or member of that Group. Chairs should contact the Speaker's Office for advice on securing a nominated Chair for an AGM.

**Required items of business**

***All APPGs***

49. There are two standard items of business for an AGM:
- a) the election of four officers (see paragraph 22), and
  - b) the approval of an income and expenditure statement for publication (even if it is a "nil return"). The template for the income and expenditure statement can be found at Appendix 2 and on the [APPG website](#).

***Additional requirements for APPGs that have received more than £1,500 funding in their reporting year.***

50. Groups that have received funding are required to publish:
- a) an annual report explaining its work over the past year; and

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<sup>3</sup> [allpartynotice@parliament.uk](mailto:allpartynotice@parliament.uk); telephone 0207 219 4333 or 0207 219 2786

b) a due diligence statement in relation to foreign government funding.

51. The Group's four officers are jointly and severally liable for compliance with the rules governing arrangements for APPGs.

### ***Reporting an AGM***

52. Within 28 days of the meeting, and in any case no later than four months from the end of the group's reporting year, the group must register the outcome of the election and that it has approved and published (or made available) its Income and Expenditure Statement.<sup>4</sup>
53. The template for reporting an AGM can be found at Appendix 3 and on the [APPG website](#).

### ***Extraordinary General Meetings (EGMs)***

54. Extraordinary General Meetings (to elect Officers between AGMs) must be held physically on the parliamentary estate and on a day when both Houses are sitting. Hybrid or virtual meetings are not allowed for meetings to elect officers. Outside speakers, guests and members of an APPG may not attend these meetings virtually.
55. The election must be held within 28 sitting days of the vacancy arising.<sup>5</sup>

### ***APPGs that have not received more than £1,500 funding in a calendar year.***

56. The quorum for an EGM is five Members of either House, including at least one MP.

### ***APPGs that have received more than £1,500 funding in a calendar year***

57. The quorum for an EGM is eight Members of either House, including at least one MP. The EGM will also require a chair nominated by the Speaker.
58. APPGs must give Members a clear week's notice of an EGMs by advertising it on the All-Party Notices (APNs), together with details of a parliamentary contact for the group.
59. Notices for inclusion in the APN must be sent to the Whips' Office.<sup>6</sup> The deadline for submitting a notice to the Whips' Office is 5.00pm on the Wednesday of the week before the meeting. The publication schedule for APNs

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<sup>4</sup> If the Group submits accounts to an external body such as a Charity Commission or Companies House, the information must be submitted within the timetable set by that body.

<sup>5</sup> For these purposes a sitting day is one on which both Houses are sitting.

<sup>6</sup> [allpartynotice@parliament.uk](mailto:allpartynotice@parliament.uk); telephone 0207 219 4333 or 0207 219 2786

and a template notice can be provided by the Whips' Office and is included in each APN.

### ***Reporting an election***

60. The outcome of any election arising from an Extraordinary General Meeting must be registered within 28 days of the election taking place.

### **Meetings with outside speakers**

61. There is no requirement for such meetings to be held physically on the parliamentary estate or on a day when both Houses are sitting, unless the meeting also includes an AGM or an EGM.
62. The quorum for these meetings is five Members of either House, including at least one MP. They must be physically present.
63. Non-parliamentarians may attend these meetings, either virtually or physically, on the invitation of the APPG.
64. APPGs must give Members a clear week's notice of a meeting with outside speakers by advertising it on the All-Party Notices (APNs), together with details of a parliamentary contact for the group.
65. Notices for inclusion in the APN must be sent to the Whips' Office.<sup>7</sup> The deadline for submitting a notice to the Whips' Office is 5.00pm on the Wednesday of the week before the meeting. The publication schedule for APNs and a template notice can be provided by the Whips' Office and is included in each APN.

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<sup>7</sup> [allpartynotice@parliament.uk](mailto:allpartynotice@parliament.uk); telephone 0207 219 4333 or 0207 219 2786



## 7. Maintaining transparency

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### Introduction

66. APPGs must be transparent about their nature, membership and funding. In particular, they must avoid presenting themselves in a way which could lead to confusion with Select Committees.

### General Requirements

67. It is the responsibility of the Chair of an APPG to ensure that their APPG complies with the following rules:
- a) Use its full registered name, including the term 'All-Party Parliamentary Group',<sup>8</sup> in all of its communications. This helps distinguish registered groups from unregistered groups and from other bodies such as select committees and between groups with similar names;
  - b) Publish details of its formal<sup>9</sup> meetings in advance, on the All-Party Notices, along with the names of any external speakers and details of a parliamentary contact;
  - c) Publish on its website (or provide on request<sup>10</sup>) the following information;
    - a list of members (both parliamentary and external)<sup>11</sup>;
    - dates of meetings, both past and future;
    - minutes of past formal<sup>12</sup> meetings (which should record both attendance and decisions);
    - any reports or other publications issued;
    - income and expenditure statements, even if they are a "nil return".

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<sup>8</sup> Groups which existed before the 2015 General Election may, exceptionally, retain earlier titles which do not meet these conditions.

<sup>9</sup> A formal meeting is one at which one or more decisions is, or is to be taken, or a vote is to be held; or which includes an outside speaker.

<sup>10</sup> Groups which do not have websites must instead make this information available on within 28 days of a request.

<sup>11</sup> A member is one who has asked to be on the group's Membership List

<sup>12</sup> A formal meeting is one at which one or more decisions is, or is to be, taken, or a vote is to be held; or which includes an outside speaker.

68. The information required in the previous paragraph must be retained on the group's website (or retained by the Chair so that it can be provided on request) for at least five years. There is no obligation to retain the records after that point unless an external body such as HMRC requires it.

### Information to be shown on reports and other publications

69. All APPG reports and publications should bear the following disclaimer on the front cover (or equivalent if it is an online publication):

“This is not an official publication of the House of Commons or the House of Lords. It has not been approved by either House or its committees. All-Party Parliamentary Groups are informal groups of Members of both Houses with a common interest in particular issues. The views expressed in this report are those of the group.”

70. If a group's report or other publication has been compiled or funded by any external individual or organisation, this should be made clear on the front cover (or equivalent if it is an online publication) through wording such as:

“This Report was researched by xxx and funded by xxx.”

### Website and social media accounts

71. A group's website and its social media feed (if any) must give the contact details for the group's Chair, and secretariat and/or public enquiry point (if it has one). All such websites and media feeds must carry a disclaimer as follows:

“This is not an official website [or feed] of Parliament. It has not been approved by either House. APPGs are informal groups of Parliamentarians with a common interest in particular issues. The views expressed are those of the group.”

### Sources of funding

72. An APPG must identify sources of external funding on its headed paper and in electronic communications; or must include on both a link to the APPG Register or to a website where those sources are listed.

### Portcullis emblem

73. APPGs who wish to use the crowned portcullis must use the bespoke APPG portcullis emblem, which is available from [printservices@parliament.uk](mailto:printservices@parliament.uk) (020 7219 3210). Unregistered groups must not use the crowned portcullis in any form.
74. The APPG logo is for use on any APPG publications (eg the group's letterhead, reports, website, and social media accounts such as Twitter). Examples of the

APPG logo are available to download below. No amendment is allowed to the essential components of the logo (ie to the portcullis emblem, 'appg' text or black background of the image). The group may, however, make the logo whatever size it wants as long as it maintains the width to height proportions of the original (square) logo.

75. For web use: use this [image](#) (PNG file). For print use: use this [image](#) (PDF file).

### Financial records

76. All groups must prepare and agree an income and expenditure statement, even if it is a "nil return".
77. The start date of an APPG's reporting year, will be the date of the group's Inaugural Election of Officers. The end date of the reporting year will be one year later, less one day. The APPG's reporting deadline will be four months from the end of the reporting year.
78. If the group is required to submit its accounts to an external regulatory body (such as a Charity Commission or Companies House) the group may either:
- a) prepare an income and expenditure statement following the template at Appendix 2, in accordance with the rules above; or
  - b) publish on its website (or make available on request) the accounts which it already submits to the external body. In that event the accounts must distinguish the elements of income and expenditure which are set out in the template,<sup>13</sup> and the accounts must be published within the timetable for submission which has been set by the external body.
79. The template for the income and expenditure statement can be found at Appendix 2 and on the [APPG website](#).

### Financial Management

80. APPG Secretariats must not hold APPG funds themselves, all funds must only be accessible by an officer (or officers) of the APPG.
81. Chairs are strongly advised to ensure that any money the group receives or holds is in a bank account in the name of the group and controlled by officers.
82. Chairs are strongly advised to ensure that each group has arranged any necessary insurance and where appropriate, to seek advice. Details of the

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<sup>13</sup> Groups may include some detail in the notes to the accounts, if more convenient.

House of Commons insurance policies which may be relevant are here: <https://intranet.parliament.uk/finances/insurance/mps-insurance/>.

83. Please note that APPG activities may be outside the scope of the insurance policies arranged for the Upper House.

#### **Compliance with data protection**

84. APPGs are required to comply with data protection regulations. APPGs are advised to conduct an audit of the data they hold to satisfy themselves that their treatment of that data is in accordance with the Information Commissioner's advice. Appendix 5 provides information and guidance on how to conduct a data audit.

#### **Freedom of Information**

85. Groups are not public authorities for the purposes of FOI legislation, and so there is no general obligation for Groups to respond to FOI or other requests for information e.g. about events which did not require registration (unless the information is required for the Register, is required to be placed on the APPG's website, or if it does not have a website, is required to be made available on request.).

## 8. APPG secretariats and contact points

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### Introduction

86. An APPG may employ a secretariat to undertake its administration. However, it must not accept the provision of a secretariat by or on behalf of a foreign government, nor may it accept the services of a secretariat funded directly or indirectly by a foreign government.

### Registering secretariat support

87. Each group must list in its Register entry any external organisation acting as its secretariat, and that secretariat's website. If an external donor funds another person or organisation to provide a secretariat, the name of the donor must also be included in the Register.
88. The value of a secretariat is the estimated annual cost to the secretariat, based on the hours the secretariat's staff are likely to work for the group over the course of the group's reporting year, multiplied by their hourly rate of pay. Wherever possible the estimate should be based on the full costs met by the employer (e.g. pension contributions, office accommodation and any other costs for which figures are available). If the value of the secretariat is over £1,500, the value will need to be registered.
89. Include in your estimate any money the secretariat is paid during its reporting year by any other organisation specifically for the purpose of providing secretariat services to the group. (An example of this would be a consultancy that is paid by one of its clients to be the group's secretariat). This will give the combined annual estimate of the costs borne by all the organisations involved.

### Secretariats that do not require registration

90. An individual or organisation is paid from parliamentary expenses or parliamentary funding for the time they spend assisting the group. For example, an officer of the group may have a member of staff who is paid by IPSA (the Independent Parliamentary Standards Authority) and provides secretariat services as part of their wider role for the officer concerned.
91. An individual or organisation is paid by the group to act as its secretariat, from money given directly to the group from sources outside Parliament.
92. Each group's Chair and Registered Contact is responsible for ensuring if any person or organisation provides a secretariat or support services, that person or organisation is aware of and complies with the rules of the House.

### Consultancies acting as a secretariat

93. If a consultancy provides such services, it must disclose information about its clients. If a charity or other not for profit organisation provides such services, it must disclose information about its donors.
94. The information required is as follows:
  - a) If a consultancy provides a secretariat or support services: a list of any commercial organisations who were clients of the consultancy during the preceding twelve months; or, if providing the information on request, during the twelve months immediately before the month in which the request was made.
  - b) If a charity or other not-for-profit organisation provides a secretariat or support services: a list of any commercial organisations from which the organisation has received donations of more than £5,000 in total during the preceding twelve months; or, if providing the information on request, during the twelve months immediately before the month in which the request was made.
95. If an APPG has a website, this information must be published as a matter of routine. If an APPG does not have a website, the information must be made available within 28 days of a request being received by the APPG.

## 9. Income and Expenditure Statements

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### Introduction

96. All APPGs are required to produce and agree an income and expenditure statement at their AGM. The statement must be published within 28 days of its approval.
97. If an APPG chooses to disband, it must publish an income and expenditure statement within 28 days of the date on which the APPG was closed down.
98. All APPGs cease to exist when Parliament is dissolved. All APPGs must then publish a closing income and expenditure statement, approved by the officers of the group. The statement must be published within two months of the end of the Parliament.

### Information to be provided

99. When an APPG completes an income and expenditure statement, it must reflect in it all income and benefits received, and all expenditure, in the relevant reporting period. There is no exemption for items which do not require registration, except that groups must not list any benefits provided by or derived from Parliament (e.g. the use of meeting rooms, stationery or IT facilities); or benefits derived from the Independent Parliamentary Standards Authority (IPSA) (e.g. the use of staff time or facilities in a constituency office).
100. A template form, setting out the minimum detail required is at Appendix 2 and on the [APPG website](#). A statement which provides less detail than this is unlikely to be acceptable. APPGs may provide more detail if they wish.

### Overlap with registration

101. The requirement to prepare and publish an income and expenditure statement does not remove the responsibility to register benefits. APPGs are still required to register, within 28 days, any benefits with a value of over £1,500 which they receive from a single source outside Parliament in the calendar year. And individually, MPs and Peers and their staff are still required to register, in accordance with the requirements of that House, certain benefits which they have received through their membership of an All-Party Parliamentary Group.

### Groups which submit accounts to external bodies

102. If the group is required to submit its accounts to an external regulatory body (such as a charity commission or Companies House), it must either:

- a) prepare an income and expenditure statement, in accordance with the rules; or
- b) publish<sup>14</sup> on its website the accounts which it already submits to the external body. In that event the accounts must distinguish the elements of income and expenditure which are set out in the template,<sup>15</sup> and the accounts must be published within the timetable for submission which has been set by the external body.

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<sup>14</sup> Groups which do not have websites must instead make these statements available on request.

<sup>15</sup> Groups may include some detail in the notes to the accounts, if more convenient.



## Appendix 1: Registration form

	<p>REGISTRATION FORM FOR ALL-PARTY PARLIAMENTARY GROUPS</p>
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<p>OVERVIEW</p>
<p>Any group wishing to apply for inclusion on the Register of APPGs in the current parliament must first hold an Inaugural Meeting to elect the group's officers, then submit this form to the Commissioner's office within 28 days of holding the meeting. These requirements apply equally to groups that existed in the last parliament and groups that did not.</p>

<p>1. Please supply the group's name below</p>
<p>The group's name must include the words All-Party Parliamentary Group and describe the group's core subject (e.g. 'All-Party Parliamentary Group on Taxation').</p>
Empty box for group name

<p>2. Please supply the group's statement of purpose below in no more than 50 words</p>
Empty box for statement of purpose

<p>3. Please tick one of the boxes below to indicate the group's category</p>
<p>Country group (focuses on a particular country, area or region outside the UK) Subject group (focuses on a particular topic or issue)</p>

4. Please supply below the date on which you held the group's Inaugural Meeting

Date

The Inaugural Meeting is the group's first formal meeting of the current parliament. It must be held on a day when both Houses are sitting. It must be held at Parliament

The group must give Members at least a week's notice of its Inaugural Meeting on the All-Party Notices (APNs) published by the Government Whips' office. To do this you may have to send the Whips details of the meeting a couple of weeks before the meeting since they only publish the APNs once a week (on Thursdays) when the House is sitting, and less often during parliamentary recesses.

The details of what you must send the Whips - and when you must send it - are set out in their guidance on [how to submit a Notice](#). That guidance is only available on the intranet. If you do not have access to the intranet you can ask them for a copy by emailing [allpartynotice@parliament.uk](mailto:allpartynotice@parliament.uk) or calling 020 7219 4333 or 020 7219 2786.

At the Inaugural Meeting at least five Members of either House, including at least one MP, must be present. Only parliamentarians are allowed to vote at the meeting.

Confirmation that the group has 20 Members. You do not have to supply the names but you are required to either publish the membership on the APPG's website or make the list available on request.

Yes:

5. Please supply below the role, name, and party affiliation of each of the four officers elected at the group's Inaugural Meeting

Officers must be elected as follows:

The group must have four officers, and no more

Each of the group's officers must be either an MP or Peer

At least two of the group's officers (including the Chair, who must also be the group's Registered Contact), must be MPs

At least one officer must be from the government party or parties and at least one from the main opposition party

Groups may appoint Peers to any position (including Co-Chair), except for that of Chair and Registered Contact

Please note that 'Chair & Registered Contact' is a mandatory role for each group and there can only be one per group. That person is responsible for ensuring that the group complies with the rules of the House and that the group's secretariat (if it has one) is aware of and complies with those rules.

Officer's Role	Officer's Name	Party Affiliation
Chair & Registered Contact (mandatory role and must be an MP):		

6. Please indicate your preferred contact details for the MP elected as the group's Chair & Registered Contact by ticking one of the boxes below

Contact details will then be automatically drawn from the Members' Names Information Service (MNIS) on Parliament's website, so whatever is in MNIS will appear on the Register of APPGs.

Parliamentary contact details of Chair and Registered Contact:  
Constituency contact details of Chair and Registered Contact:

7. Please supply below some contact details for the group's Public Enquiry Point (if the group wishes to have someone in this role)

The Chair is automatically the group's Registered Contact and as such its main contact. However, the group may also designate someone as its Public Enquiry Point. That person can be from within or outside Parliament and acts as a secondary enquiry point. If you provide an email address for the Public Enquiry Point we will send them a copy of routine correspondence we send the group's Chair (eg confirmation of amendments made to the group's register entry, notifications about the rules on APPGs). Bear in mind that any contact details you provide below may be published in the Register of APPGs.

Name	
Organisation	
Telephone	
E-mail address	

8. Please supply the address of the group's website (if it has a website)

If the group has its own website please supply its URL below. If instead the group has a dedicated space on another organisation's website (eg on its secretariat's website), please supply the exact location of the APPG's page within that organisation's website.

8. Group's reporting year

The start date of the group's reporting year for the current parliament is normally the date of the Inaugural Meeting held in that parliament. From this we will calculate the end date of the group's reporting year (which will be one year after the start date, less one day) and the group's reporting deadline (which will be four months from the end date). The day and month of the start and end dates and of the

reporting deadline normally remain the same for each successive reporting year within a parliament.

The significance of the reporting year is as follows. The group must hold its AGM after the end of the group's reporting year and before its reporting deadline. Full details about both requirements are in the Guide to the Rules on APPGs and the group will be sent a reminder about them at the end of its reporting year.

If, exceptionally, the group wishes to request a different reporting year (eg if it is a charity in addition to being an APPG so reports to the Charity Commission), please briefly explain why this is needed in the box below and include the start date, end date and reporting deadline of your proposed reporting year.

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#### 10. Please supply details of financial benefits received by the group

A financial benefit involves a transfer of money from a donor to the group.

Details of any financial benefit received by the group from a source other than IPSA or either House must be registered below, if the total value of the benefit from that source exceeds £1,500 and the benefit was received on or after the date of the group's Inaugural Meeting.

Please avoid using unnecessary acronyms and abbreviations below.

Source of financial benefit	Value (£)	Date received
Eg: Quality Products Ltd	£10,638	11/01//2021

#### 11. Please supply details of benefits in kind received by the group

A benefit in kind involves a donor giving goods or services (not money) to the group, or paying for these on the group's behalf.

Details of any benefit in kind received by the group from a source other than IPSA or either House must be registered below, if the total value of the benefit from that source exceeds £1,500 and the benefit was received on or after the date of the group's Inaugural Meeting.

Please avoid using unnecessary acronyms and abbreviations below. To register the value please select the appropriate value band from the table in section 17.

Source of benefit in kind	Description of costs met	Value (in bands of £1,500)	Date received
Eg: Quality Products Ltd	Reception held on 11/01/2021	4,501-6,000	11/01/2021

## 12. Registration of secretariat services provided to the group

A Group must not accept the provision of a secretariat by a foreign government, nor may they accept the services of a secretariat funded by a foreign government. A Group's officers must undertake due diligence as to whether a foreign government is the eventual funder of a secretariat or other benefit.

APPGs must register the name and webpage of their secretariat.

Registering the value of a secretariat depends on who pays for them and how much they pay in the course of the group's reporting year to meet the cost of them. The most common scenarios are outlined below to help you determine what, if anything, your group is required to register.

If either of the following scenarios applies to your group, do not complete section 12. If neither scenario applies to your group, read the guidance below on estimating the value of staff time.

An individual or organisation is paid from parliamentary expenses or parliamentary funding for the time they spend assisting the group. For example, an officer of the group may have a member of staff who is paid by IPSA (the Independent Parliamentary Standards Authority) and provides secretariat services as part of their wider role for the officer concerned.

An individual or organisation is paid by the group to act as its secretariat, from money given directly to the group from sources outside Parliament.

[NB: Although the financial benefit of secretariat services themselves may not be registrable, the money used by the group to pay for them may qualify as a registrable financial benefit - see section 10].

Estimating the value of the staff time donated by the secretariat to the group in the group's reporting year

The value is the estimated annual cost to the secretariat, based on the hours the secretariat's staff are likely to work for the group over the course of the group's reporting year, multiplied by their hourly rate of pay. Wherever possible the estimate should be based on the full costs met by the employer (eg pension contributions, office accommodation and any other costs for which figures are available).

Include in your estimate any money the secretariat is paid during its reporting year by any other organisation specifically for the purpose of providing secretariat services to the group. (An example of this would be a consultancy that is paid by one of its clients to be the group's secretariat). This will give the combined annual estimate of the costs borne by all the organisations involved.

If your estimate is £1,500 or less complete boxes 12a and b only.

If your estimate is more than £1,500 complete boxes 12a-f below.

a) What is the name of the organisation that is acting as the group's secretariat?

b) What is the website address of the organisation that is acting as the group's secretariat?

c) What is the total value of the staff time that is being donated by the secretariat to the group in its reporting year?

By referring to the table in section 17, write below the value band your estimate falls in.

d) Is the secretariat itself donating more than £1,500 in the reporting year in the form of staff time to the group?	
e) Is the secretariat being paid over £1,500 in the reporting year by a third party specifically for the purpose of providing secretariat services to the group?	
Yes	No
f) If you answered YES to (c) please name the organisation(s) below.	
Yes	No

13) If your group has inherited, or expects to inherit, assets and/or liabilities from a group which existed in the previous parliament tick Yes below. Alternatively, if the answer to both questions is No, tick the No box.	
Yes	No
If you ticked the Yes box, please supply below the name of the group from which you have, or will be, inheriting assets and/or liabilities (even if that group's name is the same as your group's name).	



14. Declaration and signature of the group's Chair & Registered Contact	
Declaration: "I confirm that I have read the Guide to the Rules on All-Party Parliamentary Groups and undertake to ensure the group's compliance with the House's rules."	
Chair's Signature (form must be signed, and only by Chair)	
Chair's Name	
Date form signed by Chair	

15. Where to send your completed form
<p>Email your form to the Office of the Parliamentary Commissioner for Standards at <a href="mailto:groupsregister@parliament.uk">groupsregister@parliament.uk</a></p> <p style="padding-left: 40px;">Include the group's name in the email's Subject field. Do not enclose minutes or any other documents with the form. Do not submit your form in hard copy or via the postal service.</p> <p>Confirmation of registration Once your form has been processed, the Commissioner's office will send confirmation to the group's Chair &amp; Registered Contact (and to the group's Public Enquiry Point if an email address has been registered for them in section 7 of this form).</p> <p>The confirmation will include a copy of the entry that will appear about the group in the next edition of the Register of All-Party Parliamentary Groups, a new edition of which is published every 6 weeks approximately.</p>

16. Who to contact if you need advice
<p>For advice on any aspect of completing this form please contact the Office of the Parliamentary Commissioner for Standards:</p> <p>Tel: 020 7219 0401 Email: <a href="mailto:groupsregister@parliament.uk">groupsregister@parliament.uk</a> Website: <a href="http://www.parliament.uk/pcs">www.parliament.uk/pcs</a></p> <p>The <a href="#">APPG Page</a> of the parliamentary website contains key information relating to APPGs, such as the Register of APPGs, the Guide to the Rules on APPGs, and Registration Forms.</p>

17. Value Bands (to be used when registering the value of a benefit in kind)									
FROM	TO	FROM	TO	FROM	TO	FROM	TO	FROM	TO
1,501	3,000	21,001	22,500	40,501	42,000	60,001	61,500	79,501	81,000
3,001	4,500	22,501	24,000	42,001	43,500	61,501	63,000	81,001	82,500
4,501	6,000	24,001	25,500	43,501	45,000	63,001	64,500	82,501	84,000
6,001	7,500	25,501	27,000	45,001	46,500	64,501	66,000	84,001	85,500
7,501	9,000	27,001	28,500	46,501	48,000	66,001	67,500	85,501	87,000
9,001	10,500	28,501	30,000	48,001	49,500	67,501	69,000	87,001	88,500
10,501	12,000	30,001	31,500	49,501	51,000	69,001	70,500	88,501	90,000
12,001	13,500	31,501	33,000	51,001	52,500	70,501	72,000	90,001	91,500
13,501	15,000	33,001	34,500	52,501	54,000	72,001	73,500	91,501	93,000
15,001	16,500	34,501	36,000	54,001	55,500	73,501	75,000	93,001	94,500
16,501	18,000	36,001	37,500	55,501	57,000	75,001	76,500	94,501	96,000
18,001	19,500	37,501	39,000	57,001	58,500	76,501	78,000	96,001	97,500
19,501	21,000	39,001	40,500	58,501	60,000	78,001	79,500	97,501	99,000

#### 18. Data Privacy Notice

Parliamentary Commissioner for Standards [Privacy Notice](#)

## Appendix 2: Template for income and expenditure statement for All-Party Parliamentary Groups

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Name of group:.....

Period covered by this statement: .....

	£
A. Balance brought forward from previous year:	
<hr/>	
B. Income received during the year:	
i. Membership subscriptions (parliamentarians)	
ii. Monetary donations (including external subscriptions and sponsorship)	
iii. Trading income	
iv. Interest received	
v. Other (please explain)	
TOTAL income	0

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C. Expenditure during the year:

i. Employment costs (salaries, NI, pensions costs )	
ii. Costs of contractors and freelance staff	
iii. Visits and events (UK)	
iv. Visits and events (abroad)	
v. Cost of generating income	
vi. Office and communications costs	
vii. Other (please explain)	
TOTAL expenditure	0
D. Balance carried forward ( A+ total B- total C)	0

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E. Value of benefits in kind received from each source during the reporting year (in bands of up to £1,500; £1,501-£3,000; £3,001 to £4,500; £4,501 to £6,000 etc )	
Please itemise according to the source and band	

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Signed by Chair of Group:

Date:

## Notes on how to complete the income and expenditure statement

### *B: Income received during the year*

Please enter a value in each box, even if it is zero. Include in these figures all money received, however small the sum, and even if it is from sources which would not require registration.

**B i.** Use this line to record the total membership income from MPs and peers. There is no need to itemise individual receipts. Groups are encouraged to name donors but are not required to do so.

**B ii.** Use this line to record the total value of any other donations or gifts received by the group, including any membership income from people who are not at the time MPs or peers. Groups are encouraged to name donors but are not required to do so.

**B iii.** Use this line to record the total income arising from activities by the group during the year. This might include income from the sales of publications, or from ticket sales for conferences or concerts. Do not make any deductions for the costs of generating this income.

**B iv.** Include here the total amount of any interest received during the year, for example from bank accounts or investments.

**B v.** Any other incoming money should be included in this line, with a brief explanation.

### *C: Expenditure during the year*

**C i.** Use this line to record the total spent during the year on any staff directly employed by the group or its officers. Costs should be full costs, including wherever possible pensions, NI and expenses, and (if relevant) any money spent on staff accommodation. There is no need to name individuals or to itemise individual payments unless the group wishes to do so.

**C ii.** Use this line to record the total of any payments (including fees, reimbursement of expenses and honoraria) made during the year to organisations or individuals (other than those directly employed by the group or its officers) in return for services provided. There is no need to name individuals or to itemise individual payments unless the group wishes to do so.

**C iii.** Use this line to record the total spent during the year on organising or attending any UK visits or events, unless these amounted to fundraising activity. Include money spent on travel for Members or anyone accompanying the group, unless already included in C (i) or (ii) above. There is no need to name individuals or to itemise individual payments unless the group wishes to do so.

**C iv.** Use this line to record the total spent during the year on any overseas visits organised or attended by the group, unless these amounted to fundraising activity. Include money spent on travel for Members or anyone accompanying the group, unless already included in C (i) or (ii) above. There is no need to name individuals or to itemise individual payments unless the group wishes to do so.

**C v.** Use this line to record the total spent during the year on generating any income recorded under B (iii) above, eg the costs of concerts, conferences, publications etc. There is no need to show the costs of particular events or publications unless the group wishes to do so.

**C vi.** Use this line to record the total spent during the year on office, communications or running costs, for example office supplies, insurance, data protection registration, governance, audit or financial costs; web or publishing costs; PR; advertising, IS/IT services, telephones, printing, postage etc. There is no need to itemise individual payments unless the group wishes to do so.

**C vii.** Any other money spent should be included in this line, with a brief explanation. There is no need to itemise individual payments unless the group wishes to do so.

### ***E: Benefits in kind***

Benefits in kind would include (but are not limited to) the transfer of goods or services such as hospitality, visits, clothing, secretariat or administrative services, research or the use of office premises. If the transfer of funds is involved, the benefit is a financial one and should be included in Section B of the spreadsheet.

Using a different line for each donor, please set out, with a brief description of what was received, any benefits in kind the group has received during the reporting year. Assign the total value of the benefits received from each donor during the year to a band of £1,500 (eg up to £1,500; £1,501-£3,000; £3,001 to £4,500 etc).<sup>16</sup>

You are encouraged to name donors but are not required to do so. If you wish not to name donors, you may simply assign a number to each.

You are not required to list benefits in kind if the total value of the benefits in kind received from that donor in the reporting year was £100 or less.

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<sup>16</sup> Bands above £1,500 are set out below for your convenience.


When listing staff services, such as secretariat services, you should assess their value wherever possible based on the full costs met by the employer, taking account of upon hours worked and including accommodation, pensions contributions and other costs for which figures are available.

Include benefits in kind even if the group is not required to register them, such as any overseas visits funded by non-registrable sources. The only exception is for benefits provided by Parliament or the Independent Parliamentary Standards Authority. These should not be listed here.

**Bands above £1,500 are set out below.**

Value (in bands of £1,500)									
FROM	TO	FROM	TO	FROM	TO	FROM	TO	FROM	TO
1,501	3,000	21,001	22,500	40,501	42,000	60,001	61,500	79,501	81,000
3,001	4,500	22,501	24,000	42,001	43,500	61,501	63,000	81,001	82,500
4,501	6,000	24,001	25,500	43,501	45,000	63,001	64,500	82,501	84,000
6,001	7,500	25,501	27,000	45,001	46,500	64,501	66,000	84,001	85,500
7,501	9,000	27,001	28,500	46,501	48,000	66,001	67,500	85,501	87,000
9,001	10,500	28,501	30,000	48,001	49,500	67,501	69,000	87,001	88,500
10,501	12,000	30,001	31,500	49,501	51,000	69,001	70,500	88,501	90,000
12,001	13,500	31,501	33,000	51,001	52,500	70,501	72,000	90,001	91,500
13,501	15,000	33,001	34,500	52,501	54,000	72,001	73,500	91,501	93,000
15,001	16,500	34,501	36,000	54,001	55,500	73,501	75,000	93,001	94,500
16,501	18,000	36,001	37,500	55,501	57,000	75,001	76,500	94,501	96,000
18,001	19,500	37,501	39,000	57,001	58,500	76,501	78,000	96,001	97,500
19,501	21,000	39,001	40,500	58,501	60,000	78,001	79,500	97,501	99,000

## Appendix 3: Form for registering the result of an AGM

	<b>REGISTERING THE RESULT OF AN ANNUAL GENERAL MEETING (AGM)</b>
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Organising an AGM
For guidance on what groups must do before, during and after their AGM see Chapter 6 of the Guide. Then after the AGM please complete this form to register the outcome.

Group's name	
Date of AGM	

Who did the group elect as Officers at the AGM?		
Please list below all those elected as Officers at the AGM. See paragraph 22 of the Guide for the rules on officers of APPGs.		
Officer's role	Officer's name	Officer's Party
Chair & Registered Contact (mandatory post; must be an MP)		
Did the group elect a new 'Chair & Registered Contact' at the AGM?		



If so, please tick one of the options shown below to indicate which contact details your new Chair & Registered Contact would like registered. Those details will then be automatically drawn from MNIS (the Members' Names Information Service) on the parliamentary intranet.

Parliamentary contact details	Constituency contact details
-------------------------------	------------------------------

Did the group approve an income and expenditure statement at the AGM?

Yes	No
-----	----

All groups must produce and approve an Income and Expenditure Statement at the end of its reporting year, even it is a "nil return". If the APPG received over £1,500 in money or in kind from outside Parliament in the reporting year, the AGM must comply with the additional rules set out in Chapter 6 of the Guide to the Rules on APPGs.

Does the group's current [Register entry](#) include – in the section headed '**Registrable benefits received by the group**' – **an estimate for the value of secretariat services**?

Yes	No
-----	----

If you answered Yes, the group's entry will already contain an estimate of the financial value of the staff time donated to the group for the reporting year that has just ended and will name those who are providing secretariat services. If they are still providing secretariat services please write below an estimate for the next reporting year. If they are no longer providing secretariat services please say so below.  
You should check the rules on registering secretariats which are set out in Chapter 8 of the Guide.

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Is there anything else requiring amendment in the group's register entry? If so, please write the details below.

The information you are required to register following an AGM is covered in sections 2-6 above. Aside from that, the group must register most other changes to its current Register entry within 28 days of the change occurring (eg within 28 days of the group receiving a donation of registrable value). The [Guide to the Rules on APPGs](#) contains full details on what must be registered.

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Contact details of the person who is submitting this form			
You may only submit this form if authorised to do so by the group's 'Chair & Registered Contact'.			
Your name			
Your telephone number			
Your email address			
In what capacity are you submitting this form?	Officer	Officer's staff	Secretariat
Date on which you are submitting this form			

Where to send your completed form
<p>Email your completed form (do not submit it in hard copy or via the postal services) to the Office of the Parliamentary Commissioner for Standards, whose contact details are:            Email: <a href="mailto:groupsregister@parliament.uk">groupsregister@parliament.uk</a>            Tel: 020 7219 0401            Website: <a href="http://www.parliament.uk/pcs">www.parliament.uk/pcs</a></p> <p>Do not enclose minutes, income and expenditure statements or any other documents with your form.</p> <p>Include the group's name in the email's Subject field.</p> <p>If you are registering the result of more than one group's AGM send each group's form in a separate email.</p>

Confirmation will be emailed to the group's Chair & Registered Contact (and to the group's Public Enquiry Point if the group has registered an email address for that person) once your form has been processed.

Information on APPGs (including the Guide to the Rules on APPGs, Register of APPGs, and registration forms) can be found on the [APPG Page](#) of the parliamentary website.

Data Privacy Notice

See Parliamentary Commissioner for Standards [Privacy Notice](#)

Form issued by the Office of the Parliamentary Commissioner  
for Standards

## Appendix 4: General Election Rules

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### **During the election period**

1. For each UK General Election there is a regulated period. Guidance on the starting point of that period can be found on the Electoral Commission website:

[https://www.electoralcommission.org.uk/\\_data/assets/pdf\\_file/0019/214516/UKPGE-Part-3-Spending-and-donations.pdf](https://www.electoralcommission.org.uk/_data/assets/pdf_file/0019/214516/UKPGE-Part-3-Spending-and-donations.pdf).

### **Campaigning**

2. During the regulated period there are legal restrictions on campaigning by APPGs. These limit what APPGs can spend on campaigning activities which could influence voting. If a group campaigns on a policy particularly associated with one or more political parties, it may need to register as a Non-Party Campaigner. Further information is available from the Electoral Commission:

<https://www.electoralcommission.org.uk/i-am-a/party-or-campaigner/non-party-campaigners>

### **Contractual matters**

3. Some APPGs employ staff and some arrange for freelancers or external organisations to provide secretariat and other services. Once a Dissolution has been announced, if an APPG group has employed or contracted with others, it should
  - a) Identify the individual(s) who signed those contracts.
  - b) Ask them to review the position of those staff and contractors, and take action if needed.
4. APPGs may need to take legal advice to ensure that their actions comply with employment and contract law. (For example, some contracts may provide for a period of non-payment, or for other changes to terms and conditions, while the House is dissolved and the APPG is inactive.)

### **When the House has Dissolved**

5. During the Dissolution period there are no MPs and APPGs cease to exist.
6. Websites and social media accounts for APPGs should bear a notice explaining APPG no longer exists.

7. The Chair must ensure that if the group has assets or liabilities at the time of Dissolution, the following actions are taken before two months have elapsed after the General Election, even if he or she is standing down from the Group or from the House:
  - a) That an income and expenditure statement is prepared in respect of its current reporting year.
  - b) That a list of the group's assets and/or liabilities is prepared. Record keeping and personal information
8. The Chair must ensure that the following records are kept, in accordance with the House's requirements, even after he or she stands down:
  - a) Financial records (eg income and expenditure statements, and any lists of assets and liabilities), must be kept for at least five years from the end of the period to which they refer.
  - b) Employment records and other information needed by HMRC for up to six years, or as required by the relevant authorities.
  - c) The return to the Chair by the secretariat of personal information (such as mailing lists, minutes etc) held on behalf of a group by outside organisations and secretariats. If the APPG does not reform in the next Parliament, the Chair must destroy any personal information which it held, or which was held by others on its behalf. If the former Chair passes information to a successor, it must do so in accordance with data protection requirements.

### **In the new Parliament**

9. After the new Parliament has met, any prospective APPGs will need to hold an inaugural meeting and to elect officers, and to complete and submit the Registration Form for APPGs within 28 days of that inaugural meeting.
10. No group will be able to call itself an APPG, or conduct business as an APPG until the Registry Office has approved it for inclusion in the Register.
11. When an APPG has been approved by the Registrar, it may arrange to take on assets and/or liabilities from an APPG in the previous Parliament. Any new group which inherits assets and/or liabilities from a group which existed in the previous Parliament must take reasonable steps to satisfy itself that the list of assets and liabilities is accurate. It must then sign an agreement with the group which existed in the last Parliament.

12. A new group must not inherit assets from a group which existed in the previous Parliament without also inheriting that group's liabilities (if any), and vice versa. Groups which inherit assets must also inherit financial records.

## Appendix 5: Data protection and APPGs

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### Introduction

1. The Chair and Registered Contact of each APPG is responsible for the group's compliance with the law and the rules of the House. Parliamentary staff are not able to advise individual APPGs on data protection. If advice is needed, APPGs should either refer to the website of the Information Commissioner's Office, or contact the Information Commissioner's helpline: 0303 123 1113.
2. This appendix includes a data protection audit designed to help the Chair of an APPG to identify the actions needed to make sure their group complies with the Data Protection Act 1998 and the General Data Protection Regulation 2018.
3. The audit template is for guidance only. The audit has three stages:
  - d) Stage 1: (Q1 and Q2): List the personal data which your APPG handles;
  - e) Stage 2: (Q3 to Q10): Work out how far your APPG meets requirements and what further actions are needed;
  - f) Stage 3: Plan, commission and undertake those actions

**Table 1: Data Protection Audit**

<b>Name of APPG</b>	
<b>Date(s) of audit</b>	
<b>Target date for completing actions: (add this date after Stage 3)</b>	
Date actions were completed	
Signature of Chair and Registered Contact	

<b>Name of APPG</b>	
Signature of person undertaking audit	

Source: <Source>

## Stage 1

### *List the personal data which your APPG handles*

4. There are two questions to answer:
- i) What personal data does your APPG process?
- and
- ii) Do any of these types of personal data include any special category data, or data about criminal offences (or similar)?

### *Q1: What personal data does your APPG process?*

5. Personal data is defined in the General Data Protection Regulation (“the GDPR”) as: “any information relating to an identified or identifiable natural person (‘data subject’).”
6. Almost anything you do with data counts as processing. This includes collecting, recording, storing, using, analysing, combining, disclosing or deleting it.

#### **Hint:**

**The Guide to the Rules for APPGs requires groups to compile and keep membership lists (both internal and external) and minutes. All APPGs will therefore hold personal data in these documents.**

7. List below, in the left hand column, the types of personal data which your APPG processes. Below are some examples to help you. (There may be others.)
- a) names, email addresses and contact details (All APPGs will collect these for membership or mailing lists.);
  - b) lists of those who attended meetings, and perhaps their views, as recorded in minutes or elsewhere;



- c) information about the experiences, health or personal circumstances of APPG members or others;
- d) information about individuals which has been collected during research;
- e) information about APPG staff, or individual contractors, which is used for payroll or contract administration;
- f) information collected via cookies about users of your website.

<b>Types of personal data held or used by the APPG (Q1):</b>	<b>Special category data, or data about criminal offences or similar matters? YES/NO (see Q2)</b>
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***Q2: Do any of these types of personal data include any special category data?***

8. Special category data is broadly similar to sensitive personal data under the 1998 Act, except that there are now separate rules for processing data about criminal matters. It includes the following information:
- race
  - ethnic origin
  - politics
  - religion
  - trade union membership
  - genetics;
  - biometrics (if used for ID purposes);
  - health;
  - sex life; or
  - sexual orientation.

9. Complete the right hand column of the table above to show which types of data include special category data, or data about criminal offences or similar matters.
10. Now move on to Stage 2. For some of Stage 2 you will need to consider in detail each of the types of data you have listed for Q1. If there is not enough space in the boxes provided, continue on a blank sheet.

## Stage 2

### *Q3: What is the lawful basis for processing this information?*

11. Processing personal data includes collecting, recording, storing, using, analysing, combining, disclosing or deleting it.

**The APPG must have at least one valid lawful basis for processing each piece of personal data. There are six possible lawful bases for processing, including consent: see <https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/lawful-basis-for-processing/>.**

**eHints:**

**Most APPGs will rely upon “legitimate purposes” or upon the subject’s consent as the lawful basis for processing membership information. If your APPG conducts outreach, the lawful basis for this may be an activity carried out in the public interest that supports or promotes democratic engagement.<sup>17</sup>**

**If you rely on people’s consent for processing their data, the consent must meet legal requirements (see Q6).**

12. If an APPG processes special category data<sup>18</sup>, it must also meet an additional condition required by the Information Commissioner's Office. Further information on that can be found on the [ICO's website](#). ICO guidance on information relating to criminal offences can be found [here](#).

**Action: List the lawful basis for processing each type of data you listed in answer to Q1. Add the condition which you meet for any processing of special category data.**  
**Type of data (as listed in Q1)**

**Lawful basis (or bases) for processing. State the additional basis for any processing of special category data, or criminal offence data.**

<sup>17</sup> Data Protection Act 2018.

<sup>18</sup> Special category data is broadly similar to sensitive personal data under the 1998 Act, except that there are now separate rules for processing data about criminal offences and similar matters.

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**Q4: Has the APPG issued a privacy notice in relation to the information which it processes?**

13. The GDPR says that personal data has to be processed lawfully, fairly and transparently.
14. All APPGs must provide a privacy notice<sup>19</sup> (also called a privacy statement) in clear and plain language at the time when they collect personal data from members and others. ICO guidance on this can be found [here](#).
15. The notice must explain clearly the purpose behind collecting and holding this data, how long it will be kept, who it will be shared with and how people can exercise their rights (see below). The APPG must keep this notice up to date, and must reissue it if its practices change.

**Good practice tip:**

**We recommend that each APPG should include a privacy notice in initial emails to its internal and external members, and to those who have asked to be on its mailing list; review its membership lists (and any other mailing lists it keeps) as part of an audit at least every 3 years, and send updated privacy notices each year; publish the privacy notices on its website (if it has one).**

**Actions:** List the privacy notices sent out by the APPG, to whom they were sent and the dates of issue. Attach the notices to this document.

Privacy notice sent out	Who it was sent to	Date it was sent

16. Make notes below if the APPG needs to issue or reissue any privacy notices.

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<sup>19</sup> A sample privacy notice for APPG members is included at the end of this document. You can find another one on the parliamentary intranet, included with the advice to MPs on data protection: <https://intranet.parliament.uk/information-management/data-protection-security/data-protection/gdpr-for-commons-members/>. NB: If you use either of these notices you must adapt them to your APPG's circumstances.

Privacy notice needed	Is this a reissue of an existing notice, or new notice?

**Q5. Does the APPG allow individuals to exercise their rights in relation to personal data?**

17. The APPG must allow individuals to exercise their rights, for example to access their data, to withdraw consent, or to have data corrected. IGO guidance can be found [here](#).

**Hint:** We recommend that APPG secretariats and staff are trained to recognise requests from people who want to exercise their rights, and to enable them to do this.

18. **Action:** For each type of data listed under Q1, list the measures taken to ensure that individuals can exercise their rights. (This might include sending emails telling people about their rights, adding information to privacy statements, posting information on the APPG website, or training APPG staff to recognise requests.)

<b>Type of data (as listed in Q1):</b>	<b>Measures taken to ensure that individuals can exercise their rights:</b>
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19. If the APPG needs to arrange training or to take other actions (such as amending privacy notices) to ensure that individuals can exercise their rights please make a note below.

<b>Type of data (as listed in Q1):</b>	<b>Measures needed to ensure that individuals can exercise their rights:</b>
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**Q6: If the APPG obtains individuals' consent when it obtains, holds and uses their personal data, does this meet legal requirements?**

20. An APPG must obtain individuals' consent, and be able to show evidence of that consent, for using personal data if no other lawful basis applies. This consent must be explicit. ICO guidance can be found [here](#).

**Hint: We also recommend that your APPG obtains and records explicit consent if it:**

**uses the data for "direct marketing" (which need not be commercial); that is, any form of unsolicited outreach or survey by electronic means, such as email, text or phone calls; or uses cookies on websites.**

**See <https://ico.org.uk/for-organisations/guide-to-pecr/what-are-pecr/>.**

21. The APPG must ask for consent in clear and understandable terms.<sup>20</sup> It must say exactly what the APPG or any third party is going to do with the data. It must also explain how the individual can withdraw consent, and it must keep accurate, dated records of that consent.

**Actions:**

- a) Check the types of data which the APPG processes, as listed in Q1, and list below those for which you need individuals' consent;
- b) Check whether individuals have given their informed consent, and whether they have given separate consent for special category data;
- c) Review the record of any consents the group has already obtained to make sure they are complete, informed and up to date;
- d) Attach the records of consent to the audit document.

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<sup>20</sup> There is a sample form at the end of this document. You can also find one on the parliamentary intranet, alongside official advice to MPs on data protection: <https://intranet.parliament.uk/information-management/data-protection-security/data-protection/gdpr-for-commons-members/>. If you use either of these you will need to adapt them to your APPG's circumstances. Make sure that you explain how to withdraw consent, and keep good records.

Type of data (as listed in Q1) for which consent is needed	Are records of this consent available?	Is this consent informed, and does it meet all requirements?
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22. If the APPG needs to obtain consent from any data subjects, or if it needs to refresh consent already given, make a note of this now. Make a note of any information which needs to be provided to ensure that consents are fully informed.

Type of data (as listed in Q1) for which consent is needed	Is new consent needed or does consent need to be refreshed?	Key information requirements to ensure that consent is informed
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*Q7: How long does the APPG keep this data? How does it make sure that it is not kept for longer than necessary, and deleted when no longer required or no longer current?*

**The APPG Chair and Registered Contact must make sure that data is not kept for longer than is needed; see <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/principles/storage-limitation/>**

**Hint:**

**The Guide to the Rules requires the Chair and Registered Contact of an APPG to keep minutes and lists of internal and external members for five years. In addition he/she may need to keep other information for longer, for example HR or payroll information, if required by HMRC.**

23. APPGs and their secretariats must delete personal information (such as email addresses) when it is no longer current, or when it is no longer required.
24. If the APPG ceases to exist, the Chair must either keep the minutes, membership lists, and other information, as required by the House, and the statutory authorities, until 5 years have passed; or he/she must make arrangements for someone else to do this.
25. If an APPG ceases to exist, or its secretariat changes, the Chair and Registered contact must make sure that the last secretariat returns or securely destroys any personal data it holds on behalf of that group.

**Actions:**

- a) For each type of personal data listed under Q1, list how long the APPG keeps this;
- b) List the arrangements in place to ensure that the data is kept no longer than needed;
- c) List the arrangements in place to destroy both hard copy and electronic data securely and confidentially.

Type of data (as listed in Q1)	How long is it kept for?	How does the APPG ensure it is kept no longer than needed?	What are the arrangements for confidential destruction of unwanted data?
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26. If the APPG needs to take action to ensure that data is kept for no longer than needed, and that unwanted data is destroyed confidentially, please make a note of those actions now.

Type of data (as listed in Q1)	Measures needed to ensure that data is kept no longer than needed, and/or destroyed under confidential conditions.
--------------------------------	--

**Q8: How does the APPG ensure the confidentiality, integrity and security of this data?**

27. The APPG must process data in a way which preserves its confidentiality, integrity and security. ICO guidance can be found [here](#).

**Action:**

- a) For each type of data listed in Q1, record how the APPG processes this information and particularly how it stores the data; and what measures it takes to ensure confidentiality, integrity and security. This might for example include storing paper records in locked cabinets; encrypting emails; training staff in keeping and sending information securely; regular updates of mailing and membership lists etc.

Type of data (as listed in Q1)	How is the data processed and stored?	What measures are taken to ensure confidentiality, integrity and security?
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28. If the APPG needs to take action to ensure the confidentiality, integrity and security of personal data, please make a note below.

Type of data (as listed in Q1)	Measures needed to ensure confidentiality, integrity and security
--------------------------------	---

**Q9: Has the APPG concluded a written agreement with a data processor in relation to this information? If yes, give the name of the data processor and the date of the agreement and attach it to this sheet.**

29. The APPG must have a written agreement with any person or organisation who processes personal data on behalf of the group, if they are not employed by the group or by its officers.<sup>21</sup> That person or organisation is a 'data processor'. ICO guidance can be found [here](#).

**Hint:**

**Any person or organisation outside Parliament is likely to be a data processor if they do any of the following in a way which involves processing personal data:**

- providing secretariat services;**
- undertaking surveys or research for the APPG;**
- hosting the APPG's web presence, particularly if this involves cookies.**

30. The agreement<sup>22</sup> must:

- a) say what services the data processor will provide and

<sup>21</sup> Almost anything you do with data counts as *processing*. This includes collecting, recording, storing, using, analysing, combining, disclosing or deleting it.

<sup>22</sup> A sample agreement is included at the end of this document. You can add to this but you must not shorten it.



- b) set out contractual terms and
- c) require the data processor:
  - i) to ensure the confidentiality, integrity and security of the data;
  - ii) to return the data to the APPG under secure conditions (or else to delete it) if it is no longer required;
  - iii) not to subcontract any processing or to send this personal data outside the EEA without the APPG's explicit permission;
  - iv) to allow individuals to exercise their rights, including withdrawing their consent to the processing.
  - v) to obtain individuals' consent to the processing of their data, if the data processor provides web services, and these involve cookies.

**Hint:**

**Some companies, eg survey companies, transfer data outside the EEA. We recommend that APPGs' contracts with data processors forbid this without explicit consent.**

**Actions:**

- a) List below any agreements which the APPG has with data processors, and the dates of these agreements, and append them to this document;
- b) Review the agreements. These must require the data processor to observe the standards set out for the APPG and described in this audit, particularly those set out at (a) to (e) above. If these documents do not exist or do not meet these standards, you will need to conclude and record new agreement(s) with your data processor(s);
- c) Make arrangements to review data processor agreements at least mid-parliament, and sooner if the arrangements change. For example if the APPG gets a new secretariat, or begins new research, it will need to update this agreement or prepare a new one.

Agreements already concluded with data processors	Dates of agreements

31. If the APPG needs to conclude any agreements with data processors, please make a note now.

Arrangements with data processors that need to be set out in formal agreements	Is this a new or replacement agreement?

**Q 10: Does the APPG need to notify (register with) the Information Commissioner's office?**

32. All APPGs must follow the data protection principles and good practice.
33. Some APPGs will also need to notify (register with) the Information Commissioner's office. They will not need to do this if they are not for profit organisations processing data only for the purposes of establishing or maintaining membership or support for a not for profit body or association, or providing or administering activities for individuals who are members of that body or have regular contact with it.

**Action:**

34. If needed, do the test on the [ICO website](#) to see if the APPG needs to register with the ICO (see Chapter 4 of the booklet at the link above). Make a note if you need to register.



### Stage 3

#### *Making sure the APPG complies*

35. In consultation with the Chair and Registered contact of the APPG, review the records you made at Stage 2, and the notes you made about actions needed. Make an action list, using the template on the next page. Set a target date for completing each action, and agree who will be responsible for it.
  
36. Depending on the circumstances, the actions needed might include:
  - a) Issuing or replacing privacy notices (see Q4);<sup>23 24</sup>
  - b) Taking steps to ensure that people can exercise their rights in relation to their personal data (see Q5);
  - c) Obtaining or refreshing individuals' consent to process their personal data (see Q6);<sup>25</sup>
  - d) Taking steps to ensure that data is kept no longer than necessary, and that unwanted data is destroyed confidentially (see Q7);
  - e) Taking steps to ensure the confidentiality, integrity and security of personal data (see Q8);
  - f) Concluding or updating agreements with data processors (see Q9)<sup>26</sup>;
  - g) Notifying the Information Commissioner's office and paying a fee (see Q10).

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<sup>23</sup> A sample privacy notice for APPG members is included at the end of this document. You can find another one on the parliamentary intranet, included with the advice to MPs on data protection: <https://intranet.parliament.uk/information-management/data-protection-security/data-protection/gdpr-for-commons-members/>. NB: If you use either of these notices you must adapt them to your APPG's circumstances.

<sup>24</sup> If the APPG collects, holds or uses other types of personal data, or uses personal data for purposes not included in the privacy notice provided, it will need to take further action. For example the APPG will need a further privacy notice if it collects personal data for the purposes of research, or from its website.

<sup>25</sup> There is a sample form at the end of this document. You can also find one on the parliamentary intranet, alongside official advice to MPs on data protection: <https://intranet.parliament.uk/information-management/data-protection-security/data-protection/gdpr-for-commons-members/>. If you use either of these you will need to adapt them to your APPG's circumstances. Make sure that you explain how to withdraw consent, and keep good records.

<sup>26</sup> A sample agreement is included at the end of this document. You can add to this but you must not shorten it.

37. Set a target date for completing the programme of actions.
38. Now commission those actions. Once everything is completed, don't forget to update the front page of this audit. Check that you have attached any necessary documents, such as the records of any consent given, any privacy notices issued, and any data processor agreements concluded. Keep these records securely.

### List of actions to be taken following an APPG data protection audit

Action needed	Person to be responsible	Target date for completing the action

### Sample data protection privacy notice for AN APPG

The APPG on ..... processes your personal data for the purposes of maintaining and using a membership [or mailing] list, and keeping minutes of meetings.

The data controller is ..... who can be contacted via .....

The data which we obtain from you and process is

- Your name, title and email address
- Your phone number
- Your role (eg MP for XXX), and/or the organisation that you work for (if any)
- (if applicable) your address

We use this information to send you information about the APPG and its work, including meeting notices and minutes. If applicable: We may also record personal information about you, including your opinions, in minutes of meetings.

Our lawful basis for using this information is [set out here your chosen one or more of the 6 lawful bases]

We will hold this information securely and we will keep this information for five years.

Either

we will not transfer this personal data to any other organisation

or (if applicable)

we will share this personal data only with our contracted data processor(s), who is/are..... This organisation is contracted to provide membership administration/a secretariat for the APPG.

Please also note that under the rules which Parliament has set for APPGs, the names of APPG members (but not their contact details) are published on the group's website or webpages (if it has one) or else provided to enquirers on request.

If you have questions about the use of your personal data or you wish to amend or correct it, you should contact the APPG'S Chair and Registered Contact whose details you can find from the [APPG Register](#) or (in the first instance, if applicable) the Secretariat.

Date of notice .....

### Sample data protection consent form for an APPG

39. To adapt and send to individuals in relation to the processing of personal data (eg for membership administration)
40. This form could be used to obtain individuals' consent for the processing of data necessary for maintaining a mailing and/or membership list and keeping minutes. To use it for other purposes the form would need to be adapted.

I [name].....  
 [email address] .....consent to the  
 APPG on.....using my name and  
 contact details only for the purposes of maintaining a membership list and  
 keeping minutes.

I give my consent on the understanding that:

my name will be included in the APPG's membership lists, and that these  
 are kept for five years;

my name and contact details will not be shared with any third party  
 except.....[if it will be shared with a secretariat or  
 other person or organisation outside Parliament, who will be data  
 processor for the APPG, please explain who this is and what will happen  
 to the data];

lists of members and of roles or job titles (but without contact details),  
 and minutes, will be posted online on the APPG's website, or (if the group  
 has no website) made available on request, as required by the rules of the  
 House;

the APPG (or its contracted data processor (if named above)) will contact  
 me about meetings and other developments and these contacts will/will  
 not include proactive emails about relevant developments or other  
 matters; and

the APPG, and its contracted data processor (if named above) will process  
 my personal data securely. The APPG will not allow this data to be shared  
 with any other subcontractor or sent outside the EEA without its explicit  
 permission.

Signed.....

Date.....

You have rights in relation to this data. You can exercise these at any time. For  
 example you can ask to see what data is held about you, or to withdraw your



consent. To exercise these rights, email or write to the Chair and Registered Contact. You can find their details from the [Register of APPGs](#):

**Sample data processor agreement for an APPG to adapt and conclude with its external secretariat.**

This agreement is between [.....], who is the Chair and Registered Contact of the APPG on [.....] (the "Data Controller"), and ..... (the "Data Processor"). It is effective from [.....to.....].

The purpose of this Agreement is to ensure that the arrangements for processing personal data on behalf of this APPG comply the requirements of the House and with the law, in particular with obligations under Regulation (EU) 2016/679 of the European Parliament and of the European Council, as supplemented by the Data Protection Act 2018.

The Chair and Registered Contact of the APPG is the data controller for this personal data. The Data Processor agrees to process the data only in accordance with Data Protection Act 2018, the General Data Protection Regulation and the Privacy and Electronic Communication Regulations.

In particular, the Processor will process this data only in accordance with written instructions from the APPG chair or nominated representative; having implemented sufficient technical and organizational measures to ensure its confidentiality, integrity and security. This includes placing staff under a duty of confidence.

The Processor will report data breaches to the Controller and/or the ICO without delay (see <https://ico.org.uk/for-organisations/report-a-breach/>); cooperate with the Controller and relevant authorities if a data access request is received or if there is an inquiry by the Parliamentary Commissioner for Standards, auditors or others.

The Processor will not use this personal data for its own purposes, such as its own campaigns or sales; use subcontractors, or send the personal data outside the EEA (unless specifically agreed in writing with the Data Controller); keep the data beyond the retention periods agreed with the APPG Chair and Registered Contact.

This agreement will end at the date set out at the top of this page, or earlier in any of the following circumstances after a month's notice is given by either party, or at the end of the fourth day after a General Election, if the MP loses his/her seat or does not stand again; one month after the data controller ceases to be an MP at any time other than at a General Election (beginning with the date on which he/she ceased to be an MP).

When this agreement comes to an end the data processor will transfer the personal data to the data controller (or, if deceased, to their personal representatives) no later than one month after the end date of the agreement, as set out in the paragraph above.

Chair and Registered Contact.....

Name of APPG.....

Name of data processor.....

Name of data processor's data protection officer.....

Date of signing.....