

Office of Stephen Barclay MP

Data Protection Policy

This document outlines how the Office of Stephen Barclay MP processes and manages personal data. It:

- 1) identifies our data controller;
- 2) provides our lawful basis for processing personal data;
- 3) outlines the scope of personal data we hold and process;
- 4) outlines the scope of the special category personal data we hold and process;
- 5) describes and justifies our data retention policy;
- 6) shows how we intend to respond to Subject Access Requests; and
- 7) contains a copy of our privacy notice.

The policies outlined within this document come into full effect on Friday 25th May 2018.

1. Data Controller

The Data Controller is Stephen Barclay MP.

2. Lawful basis for processing

- i Casework is processed primarily under the lawful basis of **public task**, with exceptional cases processed under the lawful basis of **consent**.
- ii Personal data contained in the non-political Stephen Barclay MP Mailing List is processed under the lawful basis of **public task**. It does not fall within the definition of direct marketing.
- iii We undertake to always act within the reasonable expectations of our constituents and any other individuals about whom we hold personal data.

3. Data we hold

We operate a paperless office. Personal data is stored electronically and securely on our computer systems. Our systems are in offices which are locked when unattended.

Casework

The Office uses a CMS (Content Management System) application, Cross reference, to help with the management of constituent casework records. This information predominantly includes but is not limited to:

- Names and addresses
- National Insurance numbers
- Date of birth

- Full postal address
- Email address
- Telephone numbers (home and mobile)
- National insurance numbers
- Home office reference numbers
- Child Maintenance/Child Support reference numbers
- All connected correspondence
- Consent forms
- NHS numbers

Policy

Policy casework is stored in a folder system on Microsoft Outlook.

This information predominantly includes but is not limited to:

- Names and addresses
- Email address
- Telephone numbers (home and mobile)

4. Special category data we hold

The office may also hold special category data for a smaller number of data subjects. This data will be processed under the lawful basis indicated in point two, as is permitted in clauses 23 and 24 of schedule 1 of the Data Protection Act. The data may include:

- Political opinions
- Religious beliefs
- Sexual orientation
- Race and ethnic origin
- Details of criminal offences
- Physical and mental health

5. Data retention policy

Our office will hold personal data for no longer than one five-year parliamentary term. From 25th May 2018, we will only hold data dating from **Monday 11th May 2015** inclusive. Casework and policy queries are often revisited to provide the best service and representation for constituents, from whom we may continue to receive correspondence. Therefore, we feel it is reasonable for an elected representative to hold personal data for the duration of a parliamentary term.

Following an election, we will retain personal data for three months, during which time constituents can contact us to ask that we retain their data.

6. Subject Access Requests

We will comply with Subject Access Requests in line with the guidance given by the Information Commissioners Office (ICO).

- I. We will respond as quickly as possible, within 30 calendar days.

- II. We will request verification of the identity of any individual making a request, and ask for further clarification and details if needed.
- III. Data subjects have the right to the following: a. To be told whether any personal data is being processed
- IV. To be given a description of the personal data, the reasons it is being processed and whether it will be given to another organisations or people.
- V. To be given a copy of the information comprising the data, and given details of the source of the data where this is available.

7. Privacy notice

Our office will undertake to ensure all constituents sharing their personal data can have the opportunity to read our privacy notice. We will:

- i Publish our privacy notice on Steve's website, www.stephenbarclay.net
- ii Add a link to our privacy notice to staff email signatures, and to Steve's email signature.
- iii Add a link to our privacy notice on Steve's auto-response on Microsoft Outlook.
- iv Direct constituents who contact us via letter and telephone to our privacy notice online, or supply them with a paper copy if needed.

Privacy policy for Stephen Barclay MP.

Any personal information that you give to me will be handled confidentially by me and the staff and volunteers in my office, in line with the requirements of the Data Protection Act 1998. If you would like information about the Data Protection Act 1998, this can be obtained from the Information Commissioner's Office through their website www.ico.org.uk or advice line 0303 123 1113.

What information do we collect about you?

My office collects personal information that is supplied to me in my role as a Member of Parliament. It includes information supplied by my constituents and others in relation to matters which I have been asked to pursue in the interests of individuals and groups who live in my constituency such as: details of specific cases, information provided by signatories on petitions, responses to questionnaires and contact details for the purpose of communicating news and updates.

I also collect information on use of my website using cookies however users are able to disable cookies, but some features of the website may not function as a result.

How will we use the information about you?

If you ask me to pursue a matter on your behalf, I will use your information in order to pursue the matter you have raised with me. My staff and volunteers will normally see this information to find help and advice for you.

Your personal and sensitive personal information may be passed to other agencies (such as the Department for Work and Pensions, the CMS, the local Housing Department) if I believe this to be necessary to pursue the matter you have raised with me. Your information may also be passed on to

the House of Commons Information Office to obtain further information about your case. I intend that only the minimum possible personal information will be shared with other agencies, as necessary to assist you.

If you give me personal information about someone other than yourself, I may need to check the facts with that other person. If you ask me to take action on behalf of a friend or relative I may need to contact that person to confirm that they are happy for me to act on their behalf. If you feel it would not be appropriate for me to contact the other person, you should discuss this with me when you give me their information.

Constituency news and events

I would like to send you information about constituency news and events, but I will not use your contact details to do this unless you have said that you would like to be sent this information. If you have said that you would like this information, but later change your mind, you have a right at any time to let us know if you no longer wish to be sent this information. If you wish to receive or stop receiving this information, please contact my office. Access to your information and correction If you wish to see any information that I hold about you, if you want me to update or correct any personal information that I hold about you, or if you have any queries regarding personal data that I hold about you, please contact my office.

Other websites

This privacy notice only applies to information on my website and does not apply to information contained on other websites that are linked from this one.

Changes to our privacy policy

This privacy policy was last updated on 23rd May 2018.

How to contact us?

Please contact my office if you have any queries regarding this privacy policy or how my office handles your data. My email address is stephen.barclay.mp@parliament.uk