

## **1. Scope**

All data subjects whose personal data is collected, in line with the requirements of the GDPR.

## **2. Responsibilities**

- 2.1 Sarah Champion MP's office is responsible for ensuring that this notice is made available to data subjects prior to Sarah Champion MP's office collecting/processing their personal data.
- 2.2 All Employees/Staff of Sarah Champion MP's who interact with data subjects are responsible for ensuring that this notice is drawn to the data subject's attention and their consent to the processing of their data is secured.

## **3. Privacy notice**

### **3.1 Who are we?**

This is the constituency office for Rotherham. The current Member for Rotherham is Sarah Champion MP. The office discharges the duties and functions of an elected Member of the UK Parliament. The office provides Parliamentary representation and casework support for residents of Rotherham.

Our Data Protection Officer / GDPR Owner and data protection representatives can be contacted directly here:

- sarah.champion.mp@parliament.uk
- 01709 331035

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
- contact details for the purpose of communicating news and updates.

### **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.

**Our legal basis for processing for the personal data is the exercise of a function of the House of Commons.**

Any legitimate interests pursued by us, or by third parties we use, are as follows:

- To communicate news deemed to be of interest, either due to locality or previously expressed interest.

The special categories of personal data are:

- Political opinion.

### **3.2 Disclosure**

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.

### **3.3 Retention period**

Sarah Champion MP's office will process personal data for the length of time necessary to conclude your case and will store the personal data for a maximum of 5 years after the conclusion of your case. This period is based upon the length of a Parliamentary term.

### **3.4 Your rights as a data subject**

At any point while we are in possession of or processing your personal data, you, the data subject, have the following rights:

- Right of access – you have the right to request a copy of the information that we hold about you.
- Right of rectification – you have a right to correct data that we hold about you that is inaccurate or incomplete.
- Right to be forgotten – in certain circumstances you can ask for the data we hold about you to be erased from our records.
- Right to restriction of processing – where certain conditions apply to have a right to restrict the processing.
- Right of portability – you have the right to have the data we hold about you transferred to another organisation.
- Right to object – you have the right to object to certain types of processing such as direct marketing.
- Right to object to automated processing, including profiling – you also have the right to be subject to the legal effects of automated processing or profiling.
- Right to judicial review: in the event that Sarah Champion MP's office refuses your request under rights of access, we will provide you with a reason as to why. You have the right to complain as outlined in clause 3.6 below.

### 3.5 Complaints

In the event that you wish to make a complaint about how your personal data is being processed by Sarah Champion MP's office, or how your complaint has been handled, you have the right to lodge a complaint directly with the supervisory authority and Sarah Champion MP's office.

The details for each of these contacts are:

	<b>Supervisory authority contact details</b>	<b>GDPR Owner contact details</b>
Contact Name:	Information Commissioner's Office	Sarah Champion MP
Address line 1:	Wycliffe House	Moorgate Crofts Business Centre
Address line 2:	Water Lane	South Grove
Address line 3:	Wilmslow	Rotherham
Address line 4:	SK9 5AF	S60 2DH
Website:	<a href="https://ico.org.uk/">https://ico.org.uk/</a>	<a href="http://www.sarahchampionmp.com">www.sarahchampionmp.com</a>
Email:	<a href="https://ico.org.uk/global/contact-us/email/">https://ico.org.uk/global/contact-us/email/</a>	<a href="mailto:sarah.champion.mp@parliament.uk">sarah.champion.mp@parliament.uk</a>
Telephone:	01625 545 745	01709 331035

### 3.6 Privacy statement

Read more about how and why we use your data here *[provide a link to your privacy statement on the website]*.

## 4. Online privacy statement

### Personal data

Under the EU's General Data Protection Regulation (GDPR) personal data is defined as:

"any information relating to an identified or identifiable natural person ('data subject'); an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person".

### How we use your information

This privacy notice tells you how we, Sarah Champion MP's office, will collect and use your personal data for pursuing the matter you have raised with me, or to update you on matters deemed to be of interest to you.

### Why does Sarah Champion MP's office need to collect and store personal data?

In order for us to provide you with support as your Member of Parliament, or to keep you informed of matters of interest to you, we need to collect personal data for correspondence purposes or service provision. In any event, we are committed

to ensuring that the information we collect and use is appropriate for this purpose, and does not constitute an invasion of your privacy.

Will Sarah Champion MP's office share my personal data with anyone else?

We may pass your personal data on to third-party service providers in the course of dealing with your case, such as local authorities, government agencies, public bodies, health trusts, regulators, and so on. Any third parties that we may share your data with are obliged to keep your details securely, and to use them only to fulfil the service they provide to you. When they no longer need your data to fulfil this service, they will dispose of the details in line with our procedures. If we wish to pass your special categories of personal data to a third party we will only do so once we have obtained your consent, unless we are legally required to do otherwise.

How will Sarah Champion MP's office use the personal data it collects about me?

Sarah Champion MP's office will process (collect, store and use) the information you provide in a manner compatible with the EU's General Data Protection Regulation (GDPR). We will endeavour to keep your information accurate and up to date, and not keep it for longer than is necessary. Sarah Champion MP's office is required to retain information in accordance with the law, such as information needed for income tax and audit purposes. How long certain kinds of personal data should be kept may also be governed by specific requirements and agreed practices. Personal data may be held in addition to these periods depending on individual needs.

Under what circumstances will Sarah Champion MP's office contact me?

Our aim is not to be intrusive, and we undertake not to ask irrelevant or unnecessary questions. Moreover, the information you provide will be subject to rigorous measures and procedures to minimise the risk of unauthorised access or disclosure.

Can I find out the personal data that the Sarah Champion MP's office holds about me?

At your request, Sarah Champion MP's office can confirm what information we hold about you and how it is processed. If Sarah Champion MP's office does hold personal data about you, you can request the following information:

- Our identity and the contact details.
- Contact details of the data protection officer.
- The purpose of the processing as well as the legal basis for processing.
- If the processing is based on the legitimate interests of Sarah Champion MP's office or a third party, information about those interests.
- The categories of personal data collected, stored and processed.
- Recipient(s) or categories of recipients that the data is/will be disclosed to.
- If we intend to transfer the personal data to a third country or international organisation, information about how we ensure this is done securely. The EU has approved sending personal data to some countries because they meet a

minimum standard of data protection. In other cases, we will ensure there are specific measures in place to secure your information.

- How long the data will be stored.
- Details of your rights to correct, erase, restrict or object to such processing.
- Information about your right to withdraw consent at any time.
- How to lodge a complaint with the supervisory authority.
- Whether the provision of personal data is a statutory or contractual requirement, or a requirement necessary to enter into a contract, as well as whether you are obliged to provide the personal data and the possible consequences of failing to provide such data.
- The source of personal data if it wasn't collected directly from you.
- Any details and information of automated decision making, such as profiling, and any meaningful information about the logic involved, as well as the significance and expected consequences of such processing.

What forms of ID will I need to provide in order to access this?

Sarah Champion MP's office accepts the following forms of ID when information on your personal data is requested:

Passport, driving licence, other photographic ID.

Contact details of the GDPR Owner:

Contact Name:	Sarah Champion MP
Address line 1:	Moorgate Crofts Business Centre
Address line 2:	South Grove
Address line 3:	Rotherham
Address line 4:	S60 2DH
Email:	sarah.champion.mp@parliament.uk
Telephone:	01709 331035