

# **PRIVACY NOTICE**

## **Thelma Walker (MP for Colne Valley)**

### **1. Scope**

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

### **2. Responsibilities**

- 2.1 Thelma Walker MP's office is responsible for ensuring that this notice is made available to data subjects prior to Thelma Walker MP's office collecting/processing their personal data.
- 2.2 All Employees/Staff of Thelma Walker MP's office 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?**

- 3.2 Thelma Walker is the Member of Parliament for Colne Valley. Thelma Walker's constituency office is: Slaithwaite Civic Hall, 15A New Street, Slaithwaite, HD7 5AB. The parliamentary office is: House of Commons, London, SW1A 0AA.

- 3.3 The office of Thelma Walker MP discharges the duties and functions of an elected Member of the UK Parliament. The office provides parliamentary representation and casework support for constituents of Colne Valley.

- 3.4 Our data protection representatives can be contacted directly here:

[thelma.walker.mp@parliament.uk](mailto:thelma.walker.mp@parliament.uk)  
01484 843068

#### **3.5 What information do we process?**

- 3.6 My office processes personal information that is supplied to me in my role as a member of Parliament. This includes information supplied to me 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 communicating news and updates.

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- Correspondence and enquiries from/to constituents, businesses, local organisations or community groups relating to constituency activity or projects.

3.7 My office also processes personal information for the purposes of employing staff, offering work experience or other placements and contracting with suppliers, companies and other organisations.

**3.8 How will we use the information about you?**

3.9 If you ask Thelma Walker MP to pursue a matter on your behalf, your information will be used in order to pursue the matter you have raised. Thelma Walker MP's office staff will normally see this information to find help and advice for you.

3.10 Your personal and sensitive personal information may be passed to other agencies or service providers relevant to the matter you have raised – e.g. local authorities, government agencies, public bodies, health trusts, regulators etc. This could include private companies where the casework relates to your relationship with them – e.g. energy or utility providers.

3.11 Only the minimum possible personal information will be shared with other agencies, as necessary to assist you. If you provide personal information about someone other than yourself, the office of Thelma Walker MP may need to check the facts with that other person. If you ask Thelma Walker MP to take action on behalf of a friend or relative the office of Thelma Walker MP may need to contact that person to confirm that they are happy for me to act on their behalf.

3.12 The legal bases for processing personal information are:

<b>Purpose</b>	<b>Legal Basis</b>
Staff administration	<ul style="list-style-type: none"> <li>• Contract</li> <li>• Legal Obligation</li> <li>• Public Task</li> <li>• Vital Interests</li> </ul>
Constituency casework	<ul style="list-style-type: none"> <li>• Public Task</li> <li>• Vital Interests</li> </ul>
Work experience or placements	<ul style="list-style-type: none"> <li>• Legitimate Interests</li> </ul>
Constituency activity or projects	<ul style="list-style-type: none"> <li>• Public Task</li> <li>• Consent</li> </ul>
Contracting with suppliers, companies and other organisations	<ul style="list-style-type: none"> <li>• Contract</li> </ul>
Communicating news and updates	<ul style="list-style-type: none"> <li>• Consent</li> <li>• Legitimate Interests</li> </ul>
Questionnaires	<ul style="list-style-type: none"> <li>• Consent</li> </ul>

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Petitions	• Consent
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- 3.13 Any legitimate interests pursued by us, or by third parties we use, are as follows:
- Supporting local schools and education establishments / supporting young people’s development and career prospects (through provision of work experience/ student placements)
  - Promoting engagement and representation of local activities and causes (through communicating news and updates)

3.14 The special categories of personal data concerned are:

- Racial
- Ethnic origin
- Political opinions
- Religious beliefs
- Philosophical beliefs
- Trade union membership
- Health data
- Data concerning a natural person's sex life
- Sexual orientation

**3.15 Consent**

Where consent is relied upon as the legal basis to process your personal data, it must be explicitly given.

In these instances you may withdraw consent at any time by contacting our data protection representatives via:

- [thelma.walker.mp@parliament.uk](mailto:thelma.walker.mp@parliament.uk)
- 01484 843068

**3.16 Disclosure**

The office of Thelma Walker MP may pass on your personal and sensitive personal information to third party agencies or service providers – for example, if this is relevant to case work – e.g. local authorities, government agencies, public bodies, health trusts, regulators etc.

This could include private companies where the casework relates to your relationship with them – e.g. energy or utility providers etc.

**3.17 Retention period**

In general, we will endeavour to keep data only for as long as we need it. This means that we will delete it when it is no longer needed.

We will keep some records permanently if we are legally required to do so. We may keep some other records for an extended period of time. For example, it is currently best practice

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to keep employment records for a minimum period of 6 years after termination of employment.

For constituency activity and casework, we may retain your data for the period of continuous terms of office of Thelma Walker MP.

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

3.19 At any point while we are in possession of or processing your personal data, you, the data subject, have the following rights. When exercising any of the rights listed below, in order to process your request, we may need to verify your identity for your security. In such cases we will need you to respond with proof of your identity before you can exercise these rights.

- The right to access personal data we hold on you

You have the right to request a copy of the information that we hold about you. Once we have received your request we will respond within one month.

There are no fees or charges for the first request but additional requests for the same personal data or requests which are manifestly unfounded or excessive may be subject to an administrative fee.

- The right to correct and update the personal data we hold on you

If the data we hold on you is out of date, incomplete or incorrect, you can inform us and your data will be updated.

- The right to have your personal data erased

If you feel that we should no longer be using your personal data or that we are unlawfully using your personal data, you can request that we erase the personal data we hold.

When we receive your request, we will confirm whether the personal data has been deleted or the reason why it cannot be deleted (for example because we need it to comply with a legal obligation).

- The right to object to processing of your personal data or to restrict it to certain purposes only

You have the right to object to certain types of processing such as direct marketing. You can request that we stop processing your personal data or ask us to restrict processing. Upon receiving the request, we will contact you and let you know if we are able to comply or if we have a legal obligation to continue to process your data.

- The right to data portability

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You have the right to request that we transfer some of your data to another controller. We will comply with your request, where it is feasible to do so, within one month of receiving your request.

- The right to withdraw your consent to the processing at any time for any processing of data to which consent was obtained

You can withdraw your consent easily by telephone, email, or by post (see Contact Details below).

- The 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.
- The right to lodge a complaint with the Information Commissioner’s Office.

You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

- Right to judicial review.

In the event that Thelma Walker 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 3.20 below.

### 3.20 Complaints

In the event that you wish to make a complaint about how your personal data is being processed by Thelma Walker MP’s office, or how your complaint has been handled, you have the right to lodge a complaint directly with the supervisory authority and Thelma Walker 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	Thelma Walker MP
Address line 1:	Wycliffe House	Slaithwaite Civic Hall
Address line 2:	Water Lane	15A New Street
Address line 3:	Wilmslow	Slaithwaite
Address line 4:	SK9 5AF	HD7 5AB
Website:	<a href="https://ico.org.uk/">https://ico.org.uk/</a>	<a href="http://thelmawalker4cv.co.uk">http://thelmawalker4cv.co.uk</a>

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Email:	<a href="https://ico.org.uk/global/contact-us/email/">https://ico.org.uk/global/contact-us/email/</a>	Thelma.walker.mp@parliament.uk
Telephone:	01625 545 745	01484 843068

## 4. Privacy statement

### 4.1 Personal data

4.2 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”.

### 4.3 How we use your information

4.4 This privacy notice tells you how we, Thelma Walker MP’s office, will collect and use your personal data for: pursuing constituency casework, petitions, questionnaires, communicating news and updates, constituency activity or projects, employing staff, offering work experience or other placements and contracting with suppliers, companies and other organisations.

### 4.5 Why does Thelma Walker MP’s office need to collect and store personal data?

4.6 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.

### 4.7 Will Thelma Walker MP’s office share my personal data with anyone else?

4.8 We may pass your personal data on to third-party service providers 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 us. When they no longer need your data to fulfil this service, they will dispose of the details in line with our procedures.

### 4.9 How will Thelma Walker MP’s office use the personal data it collects about me?

4.10 Thelma Walker MP’s office will process (collect, store, use and ultimately delete) 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,

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and not keep it for longer than is necessary. Thelma Walker 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.

4.11 Under what circumstances will Thelma Walker MP's office contact me?

4.12 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.

4.13 Can I find out the personal data that the Thelma Walker MP's office holds about me?

4.14 At your request, Thelma Walker MP's office can confirm what information we hold about you and how it is processed. If Thelma Walker 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 Thelma Walker 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.

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

4.16 Thelma Walker MP's office accepts the following forms of ID when information on your personal data is requested: Passport, driving licence, birth certificate, utility bill (from last 3 months)

4.17 Contact details of the GDPR Owner:

Contact Name:	Thelma Walker MP
Address line 1:	Slaithwaite Civic Hall
Address line 2:	15A New Street
Address line 3:	Slaithwaite
Address line 4:	HD7 5AB
Address line 5:	<a href="http://thelmawalker4cv.co.uk">http://thelmawalker4cv.co.uk</a>
Email:	Thelma.walker.mp@parliament.uk
Telephone:	01484 843068

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