

1. Scope

All data subjects whose personal data is collected, in line with the requirements of the General Data Protection Regulation (GDPR).

Under 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"

2. Responsibilities

The Rt Hon. Andrea Leadsom MP (The Member) is responsible for ensuring that this notice is made available to data subjects prior to collecting/processing their personal data. The Member employs staff in her Parliamentary and Constituency Offices to collect/process data on her behalf. Collectively, this is the Office of the Rt Hon. Andrea Leadsom MP, henceforth known in this document as 'The Office'.

All employees of the The Member who interact with data subjects are responsible for ensuring that this notice is drawn to the data subject's attention.

3. Privacy Notice

3.1 Who are we?

The Office is the Parliamentary and Constituency office of the Rt Hon. Andrea Leadsom MP, Member of Parliament for South Northamptonshire. The Office discharges the duties and functions of an elected Member of the UK Parliament.

The Data Controller is the Rt Hon. Andrea Leadsom MP and The Office can be contacted at:

- Email andrea.leadsom.mp@parliament.uk
- Telephone 0207 219 7149
- Post Rt Hon. Andrea Leadsom MP
House of Commons
London
SW1A 0AA

The Personal data we may collect and process on you is:

Personal Data Type	Source
Full Name	Electoral Roll or given directly by data subject
Full Postal Address	Electoral Roll or given directly by data subject
Electoral Roll Number	Electoral Roll
Email Address	Given directly by data subject
Telephone Numbers	Given directly by data subject
National Insurance Number	Given directly by data subject
NHS Number	Given directly by data subject
Third Party Reference Numbers	Given directly by data subject
Passport Number and Visa/Immigration Reference Numbers	Given directly by data subject
Date of Birth	Given directly by data subject

The personal data we collect will be used for the following purposes:

- To contact local authorities on your behalf
- To contact Government departments/agencies on your behalf
- To contact healthcare providers on your behalf
- To contact other third parties on your behalf
- To contact Government departments to make them aware of your views

Our primary legal basis for processing personal data is in the public interest (Public Task), specifically exercising of authority as an elected Member of Parliament. However, we may also utilise any of the following legal bases:

- Explicit consent
- The protection of the vital interest of the data subject

The special categories of personal data we may collect/process about you are:

- Racial
- Ethnic origin
- Political opinion
- Religious beliefs
- Philosophical beliefs
- Trade union membership
- Health data
- Sexual orientation
- A natural person's sex life

3.2 Consent

Whilst many of the functions of The Office can be carried out using the legal basis of the exercising of authority as an elected Member of Parliament, there may be instances, especially with regard to special categories of data where we need your explicit consent. When this is needed, we will always tell you why and how the information will be used.

You may withdraw consent at any time by contacting The Office in writing, either by email or post, using the details in 3.1 of this Privacy Notice.

3.3 Disclosure

The Office, in exercising the authority of an elected Member of Parliament, may pass on your data to third parties such as local authorities, government agencies and departments, public bodies and healthcare providers.

Any third parties that The Office may share your data with are obliged to keep your details securely, and to use them only for the basis upon which they were originally intended.

The Office will not disclose the personal information of members of The Rt Hon. Andrea Leadsom MP's mailing list.

The Office will not use your personal data in a way that goes beyond your reasonable expectations in contacting us.

3.4 Retention Period

The Office will hold your personal data for the duration of the The Member's service as Member of Parliament for South Northamptonshire.

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, it is reasonable for an elected representative to hold personal data for the duration of their service.

Following an election where The Member is not re-elected, all personal data will be erased unless specific instructions are received from the constituent for their information to be passed on to the new Member of Parliament.

3.5 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 incomplete or inaccurate.
- 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, you have the right to restrict the processing of your data.
- 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 object to the legal effects of automated processing or profiling.
- Right to judicial review – if our office refuses your requests under rights of access, we will provide you with a reason why. You have the right to complain.

3.6 Accessing your data

At your request, The Office can confirm what information we hold about you and how it is processed. You can get contact The Office by letter, email or telephone using the details set out in 3.1 of this policy.

Please note, you will be asked for identification should you choose to exercise this right.

3.7 Complaints

In the event you wish to complain about how your personal data is being processed by the Office, you have the right to lodge a complaint with Information Commissioners Office (ICO) in their capacity as the UK's supervisory authority. The details for ICO is as follows:

- Email: <https://ico.org.uk/global/contact-us/email>
- Telephone: 01625 545 745
- Address: Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow SK9 5AF
- Website: <https://ico.org.uk>

PRIVACY POLICY

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Document Owner and Approval

The GDPR Owner is the owner of this document and is responsible for ensuring that this procedure is reviewed in line with the review requirements of the GDPR.

A current version of this document is published at www.andrealeadsom.com/privacy.

This procedure was approved by the Member on 25/05/2018 and is issued on a version controlled basis under her signature.

Signature: *R Leadson*

Date: *26/5/18*

Change History Record

Issue	Description of Change	Approval	Date of Issue
1	Initial issue	Luke Graystone	25/05/2018