



Office of Dr Daniel Poulter, MP Member of Parliament for Central Suffolk and North Ipswich

Data Protection Policy

This document outlines how the Office of Dr Daniel Poulter MP processes and manages personal data. It:

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

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

1. Data Controller

The Data Controller is Dr Daniel Poulter, 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 I undertake to always act within the reasonable expectations of my constituents and any other individuals about whom we hold personal data.

3. Data I hold

As of 25th May 2018, the office holds information on approximately **!!!!** number of constituents. In most cases, I operate a paperless office. Personal data is stored electronically and securely on our computer systems. The systems are in offices which are locked when unattended.

Casework

The Office uses the Cross Reference system to help with the management of constituent casework records. This information predominantly includes but is not limited to:

- Names, addresses and email addresses.
- Telephone numbers.
- National Insurance Numbers, Passport Numbers.
- Special category data, outlined in point 4.

Policy

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

This information predominantly includes but is not limited to:

- Names, addresses and email addresses.
- Telephone numbers.
- Special category data on political beliefs.

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
- Trade union activities
- Sexual orientation
- Race and ethnic origin
- Details of criminal offenses
- Physical and mental health

5. Data retention policy

Our office will hold personal data for my period of office as an MP. 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, I feel it is reasonable for an elected representative to hold personal data for the duration of my parliamentary period of office. 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 to 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:
 - 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

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

- i Publishing the privacy notice on my website here: www.drdanielpoulter.com
- ii Add a link to the privacy notice to staff email signatures, and to my email signature.
- iii Add a link to our privacy notice on Dr Daniel Poulter's auto-response on Microsoft Outlook.
- iv Directing constituents who contact me to my privacy notice online, or supply them with a paper copy if needed.
- v Modify our voicemail messages to include information about how constituents can read our privacy notice.

Privacy Notice

This privacy notice relates to the personal data processed by the Office of Dr Daniel Poulter, MP for Central Suffolk and North Ipswich in relation to casework and policy queries.

Who is the Data Controller?

The Data Controller is Dr Daniel Poulter, MP for Central Suffolk and North Ipswich.

What does the Office do?

The office discharges the duties and functions of an elected Member of Parliament. As part of this work, I conduct constituency casework and respond to policy queries, for which I must process personal data of our constituents.

How do we process data?

This office processes constituents' data under the lawful basis of public task. In instances where this lawful basis is not sufficient and explicit consent is required, a member of the office will contact you to establish your consent.

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 we share your data with anyone else?

If you have contacted me about a personal or policy issue, I may pass your personal data on to a third-party in the course of dealing with you, such as local authorities, government agencies, public bodies, health trusts, regulators, and so on. Any third parties that I 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. When they no longer need your data to fulfil this service, they will dispose of the details in line with our procedures.

In any case, I will not use your personal data in a way that goes beyond your reasonable expectations in contacting me.

For how long will you keep my personal data?

Unless specifically requested by you, my office will hold your personal data for no longer than my period of office as a Member of Parliament.

Casework and policy queries are often revisited to provide the best service and representation for constituents, from whom I may continue to receive correspondence. Therefore, I feel it is reasonable for an elected representative to hold personal data for the duration of my parliamentary period of office.

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

What rights do I have to my personal data?

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 I hold about you.
- Right of rectification – you have a right to correct data that I hold about you that is inaccurate or incomplete.
- Right to be forgotten – in certain circumstances you can ask for the data I 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 I 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: if my office refuses your request under rights of access, I will provide you with a reason why. You have the right to complain.

How can I contact somebody about my privacy?

You can get in touch with my office by letter, email or telephone using the details at the foot of this page.

Please note that my office will ask for identification should you choose to exercise any of the above rights in relation to personal data I hold.

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