

# Office of Philip Dunne MP

## Data Protection Policy

This document outlines how the office of Philip Dunne 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 25<sup>th</sup> May 2018.

### 1. Data Controller

The Data Controller is Philip Dunne 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 Philip Dunne 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 expectation of our constituents and any other individuals about whom we hold personal data.

### 3. Data we hold

As of 25<sup>th</sup> May 2018, the office holds information on 68,000 constituents.

*Personal data is stored electronically and securely on our computer systems. Our systems are password protected and in offices which are locked when unattended. Paper files are kept for no longer than one 5 year parliamentary term.*

#### Casework

The Office uses “Cross Reference” – a data management system to help with the management of constituent casework records. The 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 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.

## **Mailing Lists**

The Office also maintains a mailing list of subscribers to the Philip Dunne MP Mailing List. These subscribers receive Philip's monthly newsletter and information about upcoming advice surgeries. Personal data we hold in this regard includes:

- Names, addresses and email addresses

## **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 offences
- Physical and mental health

## **5. Data retention policy**

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 his time as the representative for the Ludlow Constituency.

## **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
  - b. To be given a description of the personal data, the reasons it is being processed and whether it will be given to another organisation or people.
  - c. 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 Philip's website, [www.philipdunne.com](http://www.philipdunne.com)
- ii) Add a link to our privacy notice to staff email signatures, and to Philip's email signature
- iii) Add a link to our privacy notice on Philip'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.
- v) Modify our voicemail messages to include information about how constituents can read our privacy notice.

### **Draft Privacy Notice**

This privacy notice relates to the personal data processed by the Office of Philip Dunne, Member of Parliament for Ludlow, in relation to casework and policy queries.

#### **Who is the Data Controller?**

The Data Controller is Philip Dunne, Member of Parliament for Ludlow

#### **What does the office do?**

The office discharges the duties and functions of an elected Member of Parliament. As part of this work, we conduct constituency casework and respond to policy queries, for which we must process personal data of our constituents. We also manage a small, non-political mailing list for the purpose of sending Philip's E-newsletter and information about upcoming advice surgeries.

#### **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 Philip about a personal or policy issue, we 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 we 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.

We will not share the personal information of members of the Philip Dunne MP Mailing List or those in receipt of our E-newsletters.

In any case, we will not use your data in a way that goes beyond your reasonable expectations in contacting us.

### **For how long will you keep my personal data?**

Casework and policy queries are often revisited to provide the best service and representation for constituents, from whom we may continue to receive correspondence. Unless specifically requested by you, we feel it is reasonable that our office will hold your personal data for the duration of Philip Dunne's time as representative for the Ludlow Constituency. Following an election, if unsuccessful, all records will be destroyed within one calendar month of the election.

### **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 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: if our office refuses your request under rights of access, we 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 our office by letter, email or telephone using the details at the foot of this page.

Please note that we will ask for identification (passport, driving license, utility bill from the last 3 months) should you choose to exercise any of the above rights in relation to personal data we hold.

### **Complaints**

In the event that you wish to make a complaint about how your personal data is being processed by this office, or how your complaint has been handled, you have the right to lodge a complaint directly with the Information Commissioner's Office [www.ico.org.uk](http://www.ico.org.uk)

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## ACTIONS TO TAKE

Agree PD privacy notice

Update website with updated privacy notice

Add privacy notice to PD bounceback

Add privacy notice to all staff emails

Add privacy notice to E-newsletter