

PRIVACY NOTICE

Document Control

Reference: GDPR REC 4.1

Issue No: 1

Issue Date: April 2018

Page: 1 of 7

IT Governance are experienced data protection practitioners and all document templates are provided as general guidance. Users of these documents should consult their own legal advisers for legal advice specific to their own circumstances and IT Governance accepts no liability of any sort arising from the use of these templates.

1. Scope

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

2. Responsibilities

- 2.1 The Alex Sobel MP's Data Protection Officer, Natalie Wells-Russell, is responsible for ensuring that this notice is made available to data subjects prior to Alex Sobel MP's office collecting/processing their personal data.
- 2.2 All Employees/Staff of Alex Sobel MP's office 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?

This is the constituency office for Leeds North West. The Current member for Leeds North West is Alex Sobel MP. The office carries out the duties and functions of an elected Member of the UK Parliament. The office provides advocacy services for residents Leeds North West. It also disseminates information to residents of Leeds North West about the work of Parliament and in particular, the work of Alex Sobel, Member of Parliament for Leeds North West.

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

- alex@alexsobel.co.uk
- 01138980969

The personal data we would like to **Collect from/process on** you is:

Personal data type:	Source (where Alex Sobel MP's office obtained the personal data from if it has not been collected directly from you, the data subject. Note if the personal data has been accessed from publicly accessible sources):
----------------------------	--

PRIVACY NOTICE

Document Control

Reference: GDPR REC 4.1

Issue No: 1

Issue Date: April 2018

Page: 2 of 7

	Special Categories: We actively collect data on political opinions and trade union membership of data subjects. We may collate other special category data where reasonable and necessary to carry out the functions of a Member of Parliament.

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

- Advocating on behalf of constituents to third party organisations
- Providing constituents with relevant information regarding the work of their elected representative.

Our legal basis for processing for the personal data:

- Public Interest

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

- Fraud prevention
- Network and Information Security
- Indicating possible criminal acts or threats to public security

The special categories of personal data concerned are:

- Political Opinions/ trade union membership
- Religious and philosophical beliefs
- Racial and Ethnic origin (where specifically appropriate)

3.2 Disclosure

Alex Sobel MP will not pass on your personal data to third parties *without first obtaining your consent or by using another legitimate legal basis as indicated above. The following third parties will receive your personal data for the following purpose(s) as part of the processing activities: Caseworker MP.*

Third country (non-EU)/international organisation	Safeguards in place to protect your personal data	Retrieve a copy of the safeguards in place here:
Organisation Name & geographic location		

3.3 Retention period

Alex Sobel MP's office will process personal data for *as long as necessary to attain the resolution requested by the data subject, and as long as it is relevant to keep the data subject informed of Alex Sobel MP's parliamentary functions.* and will store the personal data for *as long as it is relevant to keep the data subject informed of Alex Sobel MP's parliamentary functions. If Alex Sobel MP ceases to be the member of Parliament for Leeds North West, Alex Sobel MP as an organization ceases to exist as a legal entity and all records kept on data subjects will be destroyed.*

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 Alex Sobel MPs 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 3.5 below.

All of the above requests will be forwarded on should there be a third party involved (as stated in 3.3 above) in the processing of your personal data.

3.5 Complaints

In the event that you wish to make a complaint about how your personal data is being processed by Alex Sobel's (or third parties as described in 3.3 above), or how your complaint has been handled, you have the right to lodge a complaint directly with the supervisory authority and Alex Sobel MPs Office's data protection representatives [Data Protection Officer / GDPR Owner].

The details for each of these contacts are:

PRIVACY NOTICE

Document Control

Reference: GDPR REC 4.1

Issue No: 1

Issue Date: April 2018

Page: 4 of 7

	Supervisory authority contact details	[Data Protection Officer (DPO)] / [GDPR Owner] contact details
Contact Name:	Information Commissioner's Office	Natalie Wells-Russell
Address line 1:	Wycliffe House	Houses of Parliament
Address line 2:	Water Lane	London
Address line 3:	Wilmslow	SW1A 0AA
Address line 4:	SK9 5AF	
Website:	https://ico.org.uk/	https://alexsobel.co.uk
Email:	https://ico.org.uk/global/contact-us/email/	natalie.wellsrussell@parliament.uk
Telephone:	01625 545 745	

3.6 Privacy statement

Read more about how and why we use your data here

<https://alexsobel.co.uk/advice/privacy-notice>

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, Alex Sobel MP's office, will collect and use your personal data for advocacy and dissemination of public information.

Why does Alex Sobel MP's Office need to collect and store personal data?

In order for us to provide you with advocacy services as well as disseminate public information to you we need to collect personal data for correspondence purposes and/or detailed 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.

In terms of being contacted for marketing purposes/campaigning Alex Sobel MP's office would contact you for additional consent.

Will Alex Sobel MP's Office share my personal data with anyone else?

We may pass your personal data on to third-party service providers contracted to Alex Sobel MP's office 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 to fulfil the service they provide you on our behalf. 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 Alex Sobel MP's use the personal data it collects about me?

Alex Sobel'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 Alex Sobel 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 Alex Sobel 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 Alex Sobel MP's office holds about me?

At your request, Alex Sobel MP's office can confirm what information we hold about you and how it is processed. If [Member'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 [Member's office] or a third party, information about those interests.
- The categories of personal data collected, stored and processed.

PRIVACY NOTICE

Document Control

Reference: GDPR REC 4.1

Issue No: 1

Issue Date: April 2018

Page: 6 of 7

- 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?

Alex Sobel 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)

Contact details of the [Data Protection Officer / GDPR Owner]:

Contact Name:	Natalie Wells-Russell
Address line 1:	Houses of Parliament
Address line 2:	London
Address line 3:	SW1A 0AA
Address line 4:	
Address line 5:	
Email:	natalie.wellsrussell@parliament.uk
Telephone:	01138980969

PRIVACY NOTICE

Document Control

Reference: GDPR REC 4.1

Issue No: 1

Issue Date: April 2018

Page: 7 of 7

Document Owner and Approval

The Data Protection Officer is the owner of this document and is responsible for ensuring that this record is reviewed in line with the review requirements of the GDPR.


A current version of this document is available to all members of staff on the Member's office network and is published on the members website.

Signature:



Date: 24/05/18

Change History Record

Issue	Description of Change	Approval	Date of Issue
2	Changes in line with recommendations from it governance		13 th June 2018
3	Change of Data Protection officer		10th March 2023