

# Office of The Rt Hon Keith Simpson MP

## Data Protection Policy

This document outlines how the Office of The Rt Hon Keith Simpson 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 25th May 2018.

### 1. Data Controller

The Data Controller is The Rt Hon Keith Simpson 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. We undertake to always act within the reasonable expectations of our constituents and any other individuals about whom we hold personal data.

### 3. Data we hold

Personal data is stored electronically and securely on our computer systems and paper records are stored in a locked filing cabinet system. Our systems are in offices which are locked when unattended and alarmed and monitored by cctv.

#### Casework and Policy Work

The information we hold 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.

### 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

Unless specifically requested by you, the office will hold your personal data for the duration of Keith's time as representative for the Broadland Constituency. Following an election, if unsuccessful, all records will be destroyed within one calendar month of the election.

## 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 organisations 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 which can be found on Keith's website at <https://www.keithsimpson.com/privacy>