

**Privacy Notice – Darren Jones MP****May 2018****1. Scope**

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

**2. Legal basis for processing**

Full information can be found in **Darren Jones MP's Data Protection Policy - GDPR**.

- 2.1 Where consent is the legal basis for processing, Darren Jones MP's Data Protection Officer is responsible for ensuring that this notice is made available to data subjects and prior to Darren Jones MP collecting/processing their personal data.
- 2.2 This notice will be made available to any subject, regardless of the legal basis for processing, upon request.
- 2.3 Most of the data processed by Darren Jones MP is supplied by the data subject directly and is processed on the legal basis of legitimate interest. Additionally, the data subject's consent is sought at every opportunity where contact is indirect (i.e. by an advocate). Consent to processing can be withdrawn at any time.
- 2.4 The lawful basis of public interest and/or exercise of authority applies when Darren Jones MP is acting on behalf of the House of Parliament (for example, as part of a select committee).

**3. Privacy notice****3.1 Who are we?**

This is the constituency office for Bristol North West. The Member for Bristol North West is Darren Jones MP. The office discharges the duties and functions of an elected Member of the UK Parliament. The office provides casework advocacy, policy responses, takes up local issues and campaigns and shares information with the residents, organisations and businesses of Bristol North West as well as elected officials, civil servants and government departments.

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

- Ensuring you are contacting the correct MP
- Ensuring we have the accurate and required information to log your enquiry on our secure caseworker system
- Progression of casework
- Progression of policy, local issue and/or campaign requests
- Sending you relevant and area-specific but non-addressed information by door-to-door delivery
- Upon receipt of your consent, sending you e-newsletters, personally addressed invites to events and/or written news/information updates.

Any legitimate interests pursued by us, or by third parties we use, are based on progressing the necessary work as an MP.

A **Personal Data Audit** has been undertaken by the Office of Darren Jones MP, this is available upon request.

While carrying out the casework and/or policy related duties of an MP, Darren Jones has access to, and is shared, special category data about subjects, largely by data subjects themselves.

The special categories of personal data concerned are:

- Racial
- Ethnic origin
- Political opinions
- Religious beliefs
- Philosophical beliefs
- Trade union membership
- Genetic data
- Biometric data
- Health data
- Data concerning a natural person's sex life
- Sexual orientation
- Other

The lawful basis for processing special category data is public interest. Public interest includes elected representatives (or their staff) taking actions on behalf of an individual where it is wholly necessary to their enquiry.

### 3.2 Consent

By consenting to this privacy notice you are giving us permission to process your personal data specifically for the purposes identified.

Where consent is the legal basis for processing, consent is required for Darren Jones MP to process both types of personal data, but it must be explicitly given. Where consent is the legal basis for processing and we are asking you for special categories of personal data we will always tell you why and how the information will be used.

Regardless of the legal basis for processing, you may withdraw consent at any time by contacting the Data Protection Officer on the details above (see 3.5).

Where the legal basis for processing is consent, Darren Jones MP will not pass on your personal data to third parties without first obtaining your consent.

### 3.3 Retention period and your rights as a data subject

For information on our retention period and your rights as a data subject please see **Darren Jones Data Protection Policy – GDPR**.

### 3.4 Complaints

In the event that you wish to make a complaint about how your personal data is being processed by Darren Jones MP (or third parties), or how your complaint has been handled, you have the right to lodge a complaint directly with the supervisory authority and Darren Jones MP's Data Protection Officer.

The details for each of these contacts are:

	<b>Supervisory authority contact details</b>	<b>Data Protection Officer contact details</b>
Contact Name:	Information Commissioner's Office	Office Manager
Address line 1:	Wycliffe House	Office of Darren Jones MP,
Address line 2:	Water Lane	House of Commons
Address line 3:	Wilmslow	London
Address line 4:	SK9 5AF	SW1A 0AA
Website:	<a href="https://ico.org.uk/">https://ico.org.uk/</a>	<a href="http://www.darren-jones.co.uk">www.darren-jones.co.uk</a>
Email:	<a href="https://ico.org.uk/global/contact-us/email/">https://ico.org.uk/global/contact-us/email/</a>	darren.jones.mp@parliament.uk
Telephone:	01625 545 745	0117 959 6545

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## Document Control

Reference: GDPR REC 4.1

Issue No: 1

Issue Date: May 2018

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