

## Personal Data Audit – Office of Darren Jones MP

April 2018

### 1. Scope

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

#### 1.1 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.

What Data do we hold:	Where does this data come from:	Who do we share this Data with:	Is consent obtained:	Where is this data held:	Retention schedule
Name (including title)	The constituent  Third party – family member, friend or advocate who has	The constituent/their advocate  Third Party organisations in	See below notes *1	Caseworker MP file  Email	4 years from date of last contact– usual Parliamentary cycle.

	<p>contacted Darren Jones MP directly</p> <p>Constituents may also share this information about a neighbour/person known to them who is a source of concern i.e. in ASB cases.</p> <p>Electoral roll</p>	<p>relation to casework resolution</p>			<p>Regardless of time period, where an MP is unelected following an election, stands down or retires written consent will be sought before transferring data to new MP.</p>
<p>Details of family members (names and ages of children)</p>	<p>The constituent</p> <p>Third party – family member, friend or advocate who has contacted Darren Jones MP directly</p> <p>Third party – government department, trade union, local organisation for example council/GP</p>	<p>The constituent/their advocate</p> <p>Third Party organisations in relation to casework resolution i.e. CMS</p>	<p>See below notes *1</p>	<p>Caseworker MP file</p>	<p>4 years from date of last contact– usual Parliamentary cycle.</p> <p>Regardless of time period, where an MP is unelected following an election, stands down or retires written consent will be sought before transferring data to new MP.</p>
<p>Address</p>	<p>The constituent</p> <p>Third party – family member, friend or advocate who has</p>	<p>The constituent/their advocate</p> <p>Third Party organisations in</p>	<p>See below notes *1</p>	<p>Caseworker MP file</p> <p>Email</p>	<p>4 years from date of last contact– usual Parliamentary cycle.</p> <p>Regardless of time period, where an</p>

	<p>contacted Darren Jones MP directly</p> <p>Constituents may also share this information about a neighbour/person known to them who is a source of concern i.e. in ASB cases.</p> <p>Electoral roll</p>	<p>relation to casework resolution</p>			<p>MP is unelected following an election, stands down or retires written consent will be sought before transferring data to new MP.</p>
Email address	<p>The constituent</p> <p>Third party – family member, friend or advocate who has contacted Darren Jones MP directly</p>	<p>The constituent/their advocate</p> <p>Third Party organisations in relation to casework resolution</p>	<p>See below notes *1</p>	<p>Caseworker MP file</p> <p>Email</p>	<p>4 years from date of last contact– usual Parliamentary cycle.</p> <p>Regardless of time period, where an MP is unelected following an election, stands down or retires written consent will be sought before transferring data to new MP.</p>
Telephone number	<p>The constituent</p> <p>Third party – family member, friend or advocate who has contacted Darren Jones MP directly</p>	<p>The constituent/their advocate</p> <p>Third Party organisations in relation to casework resolution</p>	<p>See below notes *1</p>	<p>Caseworker MP file</p>	<p>4 years from date of last contact– usual Parliamentary cycle.</p> <p>Regardless of time period, where an MP is unelected</p>

	Online telephone directory				following an election, stands down or retires written consent will be sought before transferring data to new MP.
NI Number	The constituent  Third party – family member, friend or advocate who has contacted Darren Jones MP directly	The constituent/their advocate  Third Party organisations in relation to casework resolution – this data is only shared where it is relevant to the case itself i.e. CMS/PIP/ESA	See below notes *1	Caseworker MP file	4 years from date of last contact– usual Parliamentary cycle.  Regardless of time period, where an MP is unelected following an election, stands down or retires written consent will be sought before transferring data to new MP.
H.O Reference Number  Immigration status	The constituent  Third party – family member, friend or advocate who has contacted Darren Jones MP directly	The constituent/their advocate  Third Party organisations in relation to casework resolution – this data is only shared where it is relevant to the	See below notes *1	Caseworker MP file	4 years from date of last contact– usual Parliamentary cycle.  Regardless of time period, where an MP is unelected following an election, stands down or retires

	The Home office/UKVI in response to direct enquiries	case itself i.e. Visa application			written consent will be sought before transferring data to new MP.
Home Choice application number  Banding  Housing application/housing status	The constituent  Third party – family member, friend or advocate who has contacted Darren Jones MP directly  HomeChoice/BCC/Housing associations in response to direct enquiries	The constituent/their advocate  Third Party organisations in relation to casework resolution – this data is only shared where it is relevant to the case itself i.e. housing application	See below notes *1	Caseworker MP file	4 years from date of last contact– usual Parliamentary cycle.  Regardless of time period, where an MP is unelected following an election, stands down or retires written consent will be sought before transferring data to new MP.
Date of Birth/Age	The constituent  Third party – family member, friend or advocate who has contacted Darren Jones MP directly  Third party – government department, local organisation for example council/GP	The constituent/their advocate  Third Party organisations in relation to casework resolution – this data is only shared where it is relevant to the case itself i.e. to identify benefits application	See below notes *1	Caseworker MP file	4 years from date of last contact– usual Parliamentary cycle.  Regardless of time period, where an MP is unelected following an election, stands down or retires written consent will be sought before

					transferring data to new MP.
Health status  Medical conditions/background	The constituent  Third party – family member, friend or advocate who has contacted Darren Jones MP directly  Third party – government department, local organisation for example council/GP	The constituent/their advocate  Third Party organisations in relation to casework resolution – this data is only shared where it is relevant to the case itself i.e. time spent on medical waiting list/access to services	See below notes *1	Caseworker MP file	4 years from date of last contact– usual Parliamentary cycle.  Regardless of time period, where an MP is unelected following an election, stands down or retires written consent will be sought before transferring data to new MP.
Ethnicity/Race	The constituent  Third party – family member, friend or advocate who has contacted Darren Jones MP directly  Third party – government department, local organisation for example police/charity	The constituent/their advocate  Third Party organisations in relation to casework resolution – this data is only shared where it is relevant to the case itself i.e. hate crime	See below notes *1	Caseworker MP file	4 years from date of last contact– usual Parliamentary cycle.  Regardless of time period, where an MP is unelected following an election, stands down or retires written consent will be sought before transferring data to new MP.

Criminal background	<p>The constituent</p> <p>Third party – family member, friend or advocate who has contacted Darren Jones MP directly</p> <p>Third party – government department, local organisation for example council/Probation Service</p>	<p>The constituent/their advocate</p> <p>Third Party organisations in relation to casework resolution – this data is only shared where it is relevant to the case itself i.e. access to support/HMP</p>	See below notes *1	Caseworker MP file	<p>4 years from date of last contact– usual Parliamentary cycle.</p> <p>Regardless of time period, where an MP is unelected following an election, stands down or retires written consent will be sought before transferring data to new MP.</p>
Employment status	<p>The constituent</p> <p>Third party – family member, friend or advocate who has contacted Darren Jones MP directly</p> <p>Third party – government department, trade union, local organisation for example council/charity</p>	<p>The constituent/their advocate</p> <p>Third Party organisations in relation to casework resolution – this data is only shared where it is relevant to the case itself i.e. benefit entitlement</p>	See below notes *1	Caseworker MP file	<p>4 years from date of last contact– usual Parliamentary cycle.</p> <p>Regardless of time period, where an MP is unelected following an election, stands down or retires written consent will be sought before transferring data to new MP.</p>
Sexuality	The constituent	The constituent/their advocate	See below notes *1	Caseworker MP file	4 years from date of last contact– usual Parliamentary cycle.

	<p>Third party – family member, friend or advocate who has contacted Darren Jones MP directly</p> <p>Third party – government department, local organisation for example council/charity</p>	<p>Third Party organisations in relation to casework resolution – this data is only shared where it is relevant to the case itself i.e. hate crime</p>			<p>Regardless of time period, where an MP is unelected following an election, stands down or retires written consent will be sought before transferring data to new MP.</p>
<p>Membership of Trade Union/group/organisation/political party</p>	<p>The constituent</p> <p>Third party – family member, friend or advocate who has contacted Darren Jones MP directly</p> <p>Third party – trade union</p>	<p>The constituent/their advocate</p> <p>Third Party organisations in relation to casework resolution – this data is only shared where it is relevant to the case itself i.e. discrimination</p>	<p>See below notes *1</p>	<p>Caseworker MP file</p>	<p>4 years from date of last contact– usual Parliamentary cycle.</p> <p>Regardless of time period, where an MP is unelected following an election, stands down or retires written consent will be sought before transferring data to new MP.</p>
<p>Religious beliefs</p>	<p>The constituent</p> <p>Third party – family member, friend or advocate who has</p>	<p>The constituent/their advocate</p> <p>Third Party organisations in relation to casework</p>	<p>See below notes *1</p>	<p>Caseworker MP file</p>	<p>4 years from date of last contact– usual Parliamentary cycle.</p> <p>Regardless of time period, where an</p>



	<p>contacted Darren Jones MP directly</p> <p>Third party – government department, local organisation for example charity/church</p>	<p>resolution – this data is only shared where it is relevant to the case itself i.e. hate crime</p>			<p>MP is unelected following an election, stands down or retires written consent will be sought before transferring data to new MP.</p>
Financial status/debt	<p>The constituent</p> <p>Third party – family member, friend or advocate who has contacted Darren Jones MP directly</p> <p>Third party – government department, local organisation for example council/charity</p>	<p>The constituent/their advocate</p> <p>Third Party organisations in relation to casework resolution – this data is only shared where it is relevant to the case itself.</p>	See below notes *1	Caseworker MP file	<p>4 years from date of last contact– usual Parliamentary cycle.</p> <p>Regardless of time period, where an MP is unelected following an election, stands down or retires written consent will be sought before transferring data to new MP.</p>
Casework reference number and casework files	<p>Caseworker MP</p> <p>Caseworker is accessible to Data Controller and team (2 process log-in to ensure security)</p>	<p>The constituent/their advocate (reference number only)</p> <p>Third Party organisations in relation to casework resolution (reference number only)</p>	See below notes *1	Caseworker MP file	<p>4 years from date of last contact– usual Parliamentary cycle.</p> <p>Regardless of time period, where an MP is unelected following an election, stands</p>

					down or retires written consent will be sought before transferring data to new MP.
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\*1:

The Data Controller may share data with other agencies such as the local authority, government agencies and other voluntary service providers. This is necessary to complete many of the core duties as a Member of Parliament i.e. to progress casework.

- 1- Where there is indirect contact by a family member, friend or advocate, the subject requiring support will be asked to complete a signed, written consent form \*

**or**

- 2- Where the subject has contacted the MP directly to seek support but it is unclear what action the subject requires – the subject will be asked for clarification before any action is taken that requires the sharing of any data with third parties.

In the above circumstances the subject will usually be made aware how, and with whom, their information will be shared.

There are circumstances where the law allows Darren Jones MP, as an elected representative, to disclose data (including special category data) without the explicit data subject's consent.

These are:

- a) Carrying out a legal duty or as authorised by the Secretary of State
- b) Protecting vital interests of a subject or other person
- c) The Subject has already made the information public

- d) Conducting any legal proceedings, obtaining legal advice or defending any legal rights
- e) Monitoring for equal opportunities purposes – i.e. race, disability or religion
- f) \* Providing a confidential service where the subject’s consent cannot be obtained or where it is reasonable to proceed without consent: e.g. where we would wish to avoid forcing highly distressed, imprisoned and/or terminally ill subjects to provide consent signatures.

## 1.2 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

