

# Privacy Policy

Please note that this Privacy Policy is for the office of Ian Roome MP only.

Ian Roome MP is committed to respecting and protecting your personal data. This policy explains who Ian Roome MP is, what personal data (Data) he collects, how data is used, information on your rights and how you contact him. The way Ian Roome MP is able to process personal data is governed by the UK General Data Protection Regulations (UK GDPR) and Data Protection Act (DPA) 2018.

## Who is collecting your data

Ian Roome MP is the member of Parliament for North Devon. For the purposes of UK data protection law, Ian Roome MP is the data controller of all personal data sent to him by constituents in his capacity as the Member of Parliament for North Devon. As an MP, office staff will also have access to your personal data in order to keep the office running. Within this policy, any reference to Ian Roome MP refers to the MP and also the staff employed by the MP.

*From 01 April 2019 elected representatives and prospective representatives (including police and crime commissioners) are exempt from paying a fee and registering with the Information Commissioners Office (ICO). For more information on this visit: <https://ico.org.uk/for-organisations/in-your-sector/political/>*

## How is your data collected, used and stored

When you contact Ian Roome MP seeking assistance with a casework issue or to ask a question about local or national policy issues, you will be asked for some personal data to enable Ian Roome MP and his office to respond.

Ian Roome MP and his offices will only use your data for the purposes for which you provide it.

Ian Roome MP takes the security of your data extremely seriously. Your data will be stored on secure servers in a locked and protected environment. Access to your personal data will be limited Ian Roome MP and his staff for the purpose of dealing with your query/case and maintaining office records.

## Categories of Personal Data Collected

Personal data collected may include:

- Full name/s
- Postal Address
- Email Address
- Phone Number
- Correspondence relating to your query/casework/issue/question

## **Who will your data be shared with**

When taking up casework or policy questions on your behalf, it may be necessary for Ian Roome MP and his office to share the personal data you provide with government departments, local authorities and other public bodies. Ian Roome MP will only share as much information as is necessary to take your case forward.

Other than in the circumstances above, Ian Roome MP will not share your personal data with other organisations or individuals without your explicit consent.

## **How long will your data be kept**

Ian Roome MP and his office will only keep your personal information for as long as it is necessary to fulfil the purposes described in this policy. Ian Roome MP and his office will retain your casework data for up to five years after your case is closed, in case you get in touch again.

## **The lawful basis for processing your data**

Under UK GDPR personal data can only be processed using a lawful basis defined in Article 6. <https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/lawful-basis-for-processing/>

Ian Roome MP will process your data using the lawful basis of Consent (Article 6(a)) and Public Task (Article 6 (e)). Your data will be retained under the legal basis of Legitimate Interests (Article 6(f)) for the purpose of managing constituents' casework effectively.

## **Special Category Data**

It may be the case that you disclose personal data classified as special category data <https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/lawful-basis-for-processing/special-category-data/> under UK GDPR as part of your casework or policy concern. This may include information relating to health, sexuality, race, ethnicity and religion.

Elected representatives are permitted to process this data under clauses 23 and 24 of Schedule 1 of the Data Protection Act 2018. Under UK GDPR this data can only be processed using a lawful basis under Article 6 and a condition of processing defined in Article 9. Ian Roome MP will process such data under Article 6(a) (Consent) and Article 9(a) (Explicit consent).

## **Your Rights**

You have several rights in relation to your data and can choose how it is used. You can:

- Obtain copies of the data we hold about you (known as a "Subject Access Request or SAR")
- Request that we correct or update any data held about you

- Withdraw your consent and ask that we delete your data or restrict the ways in which we use your data (known as a “Right to be Forgotten” or “Right to Erasure”)
- Request that data you have given your consent for us to use is in an electronic format so it can be transferred to another data controller (known as “data portability”)
- Opt-out of receiving further communications from us via any medium at any time.

You also have the right to make a complaint directly to the Information Commissioner’s Office. They can be contacted at: <https://ico.org.uk/global/contact-us/> and concerns can also be logged via: <https://ico.org.uk/concerns/>.

## **Contact Us**

If you have any questions about this policy or wish to exercise any of your data rights, please contact our data protection representative:

Email: [jan.roome.mp@parliament.uk](mailto:jan.roome.mp@parliament.uk)

Tel: 01271 410470

Address: Portcullis Suite, Castle Centre, 25 Castle Street, Barnstaple, Devon, EX31 1DR

## **Changes to Our Privacy Policy**

We keep our policy under regular review and as such it may be updated from time to time so you should check it each time you submit personal information to us.

**Last Updated: 24 September 2024**