



PRIVACY POLICY

MARTYN DAY MP

Linlithgow and East Falkirk Constituency

This privacy policy has been created in accordance with the new GDPR regulations.

We take great care, to keep both confidential and secure all personal information in our possession.

WHO ARE WE

This is the constituency office for Linlithgow and East Falkirk. The current member for Linlithgow and East Falkirk is Martyn Day MP.

This office discharges the duties and functions of an Elected Member of the UK Parliament.

This office provides information and assistance for residents of Linlithgow and East Falkirk Constituency.

OUR LEGAL BASIS FOR PROCESSING DATA

Processing is necessary for tasks in the public interest or exercise of authority vested in the controller, for the exercise of a function of either Houses of Parliament.

(This is the legal process for processing data by Martyn Day MP)

Our GDPR owner and Data Protection Representatives can be contacted directly as follows:-

Martyn.Day.MP@parliament.uk

01506 654415

Martyn Day MP

62 Hopetoun Street, Bathgate, EH48 4PD



WHAT PERSONAL INFORMATION WE COLLECT AND WHY

As we wish to be able to assist you as best we can we use your personal data to provide clarification or assistance in response to your request for assistance.

Keeping your personal information secure is very important to us, therefore we store and process your data in accordance with the high standards required under data protection legislation.

We will use your personal data to process your enquiry which may entail contacting third party organisations.

When you first contact Martyn Day MP you must provide your Name, Address and postcode. We require this information as Parliamentary Protocol only allows Martyn Day MP and staff to deal with constituents of the Linlithgow and East Falkirk Constituency.

PERSONAL DATA WHICH MAY ALSO BE REQUIRED FOR PROCESSING

We may also require the following information from you to process your enquiry:

- Contact Home telephone number and/or Mobile Number - Only if you wish to be contacted by telephone
- Email Address - If this is your preferred mode of communication
- National Insurance Number - If your enquiry relates to any agency who require this information to identify you, eg DWP, HMRC
- Reference numbers - If your enquiry relates to a complaint with regard to an ongoing enquiry with a provider such as a utility company etc
- Date of Birth - This may be required if the information is relevant to the enquiry, eg relating to benefits for a child
- Passport Number - Passport Enquiries



SPECIAL CATEGORIES OF DATA

Where we are asking you for special categories of personal data we will always tell you why and how this will be used.

As special category data is more sensitive, and therefore requires more protection.

Examples of special data which for normal processing we will not require are listed below.

Race	Ethnic Origin
Politics	Religion
Trade union membership	Genetics
Biometrics	Health
Sex life	Sexual orientation

HOW WE COLLECT YOUR DATA

Telephone calls
Visiting your home/ surgery/office/any other location to gather information
Emailing us
Post
If you contact us by Social Media



DISCLOSURE OF YOUR PERSONAL INFORMATION TO OTHER ORGANISATIONS

Martyn Day MP and staff will not pass on your personal data to third parties without first obtaining your signed or verbal consent, unless otherwise discussed due to the urgency of the case, and in which case we will consider consent implied.

The following third parties may require to receive your personal data as part of our processing activities on your behalf, depending on the nature of your enquiry.

This list is not exhaustive and we may require to share your information with another third party not listed, in this instance we will ask for your permission prior to contacting them.

Westminster Government Departments
Other MPs
Scottish Government Departments
MSPs
Local Government
Councillors
Police
NHS
Fire Service
Ombudsman
Trade Unions
British Embassy
Foreign Embassies
Citizens Advice Bureau
Housing Association/Letting Agencies
Private Landlords
Public Transport
Charities
Utility Companies
Private Companies



SAFEGUARDS IN PLACE TO PROTECT YOUR PERSONAL DATA HOW WE STORE YOUR ELECTRONIC DATA

All electronic devices used by Martyn Day MP and Staff have encrypted software and access restricted by secure passwords.

All your personal data is stored electronically on a system which is GDPR compliant.

All information you provide to us and emails are stored in our electronic casework file.

Emails are forwarded and also stored in our electronic casework files.

We will set up password protection on your emails between our email address and yours.

We depend on the security systems in place by the Westminster government to ensure our email system is secure.

PAPER DATA

If we take notes at a meeting with you these notes will be transcribed into your casework file and then shredded.

We do not keep paper copies of correspondence except where requested by yourself.

If we hold paper data from your file this will be kept in a locked drawer in the office on a temporary basis and then shredded or returned to you at the earliest opportunity.

PHYSICAL OFFICE SECURITY

We take physical security extremely seriously and have the following measures in place to ensure we protect your data.

- Secure door entry system
- Security alarm
- Locked drawers



CONSENT

By providing us with your information, you are giving us consent to process your personal data specifically for the purposes identified.

If you require a nominee to act on your behalf we will require specific consent from yourself to discuss your case with them.

WITHDRAWAL OF CONSENT

You may withdraw consent at any time by the following methods, or in person:

Telephone our office on 01506 654415

Email: Martyn.Day.MP@parliament.uk

Writing to us at the following address:

62 Hopetoun Street

Bathgate, EH48 4PD



RETENTION PERIOD

Martyn Day MP and staff will process your personal data until closure of your enquiry, and will store your personal data for 5 years from the date your enquiry was no longer active, unless you request deletion before this period expires.

We will periodically review your personal information to ensure that we do not keep it for longer than is necessary.

We will review the information held by our office every time you contact the office on a different subject. You may be asked to verify all of your personal details for accuracy.

YOUR RIGHTS AS A DATA SUBJECT AND YOUR RIGHT TO DELETE YOUR PERMISSION

(You are the Data Subject if you are the individual we are holding information on)

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 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 – 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 to portability – You have the right to have the data we hold about you transferred to another organisation or another MP if requested

Right to object – you have the right to object to certain types of processing such as direct marketing
We will never use your information for 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 Martyn Day MP and staff refuses your request under rights of access we will provide you with a reason as to why.

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



IDENTIFYING YOU AS THE DATA SUBJECT

Martyn Day MP and staff will accept the following forms of ID when you request access to your personal information held by us.

Passport

Driving License

Birth Certificate

Utility Bill (from previous 3 months)

Photographic ID card ,eg Young Scot Card, EU National Card etc

Information held in your casework file

COMPLAINTS

In the event that you wish to make a complaint about how your personal data is being processed by Martyn Day MP and staff, or how your complaint has been handled you have the right to lodge a complaint directly with the supervisory authority and Martyn Day MP as per the information below.

Constituent Information	Supervisory authority contact details	GDPR owner contact details
Contact Name	Information Commissioners Office	Martyn Day MP
Address	45 Melville Street	62 Hopetoun Street
	Edinburgh	Bathgate
		West Lothian
	EH3 7HL	EH48 4PD
Website Address	https://ico.org.uk/about-the-ico/who-we-are/scotland-office/	Website
Email	https://ico.org.uk/global/contact-us/email/	Martyn.Day.MP@parliament.uk