

## **GDPR Privacy Notice**

We respect your right to privacy. This Privacy Notice, together with the information available in our privacy notice for the public [[LINK](#)], sets out details about the personal data that we collect from you and how we may use your information.

### **About Us**

In the House of Commons, the Corporate Officer (Clerk of the House) is the Controller of any personal data processed as described in this Privacy Notice. The Data Protection Officer is the Head of Information Rights and Information Security. Full contact details are available in our privacy notice.

### **Collection of your personal data**

The personal data we are collecting and processing are:

- Name
- Email address
- Address
- Postcode
- Telephone number

### **Use of your personal data**

We consider the purposes and the lawful bases for the processing to be:

- to manage consultation feedback on planning applications. The processing is necessary for the purposes of our public task and is in the public interest. GDPR Article 6(1)(e) applies - "processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller";
- to share your postcode securely with Westminster City Council as we are obliged to as part of planning requirements. The processing is necessary to comply with legal and regulatory requirements. GDPR Article 6(1)(c) applies - "processing is necessary for compliance with a legal obligation to which the controller is subject" (For information about how Westminster City Council process your data – see their Privacy Notice);
- to use the personal contact details, you provide to keep you informed about the Northern Estates consultation and wider Restoration and Renewal Programme. The processing of your contact details is necessary for our legitimate interests when balanced against your interests. GDPR Article 6(1)(f) applies – "processing is necessary for the purposes of the legitimate interests pursued by the controller or by a third party, except where such interests are overridden by the interests or fundamental rights and freedoms of the data subject"

## **Storage and retention of your personal data**

The retention period for the collection of this personal data is until the end of the Restoration and Renewal Programmes after which the personal data will be disposed of securely.

## **Disclosure and security of your personal data**

We may disclose your personal data to third parties when permitted to do so, we may also share your personal data with other organisations where a lawful basis exists.

For the purposes of this notice, your post code will be shared with Westminster City Council as part of the planning application process. In exceptional circumstances we may need to supply the full feedback including personal data in order to authenticate information supplied is accurate.

The feedback process will be managed by London Communications Agency and data collected will be stored on London Communications Agency systems on behalf of Parliament, all data is stored within the EEA.

All personal data you provide to the House of Commons will be stored securely, both physically and electronically, in accordance with our policies.

## **Your rights**

We will ensure you can exercise your rights in relation to the personal data you provide to us. Full details of your rights are available via our privacy policy for the public [[LINK](#)].