

Parliamentary Safety Team

Data Protection Privacy Notice for Staff and Members of both Houses and the Parliamentary Digital Service

This Privacy Notice sets out details about the way we process personal data that we collect from you and others and how we may use your information.

About Us

In this notice and any linked information, references to 'us', 'our' or 'we' are to the Parliamentary Safety Team. The Clerk of the House of Commons and the Clerk of the Parliaments – as the Corporate Officers of each House – are the data controllers of any personal data processed as described in this Privacy Notice.

If you have any questions about the use of your personal data, please contact us:

Email – safety@parliament.uk

Telephone – 0207 219 4782

Collection of your personal data

We will collect, store and use the personal data provided by you through our online Accident reporting system so that we can manage the relationship or contract between us.

This notice is to inform you about what information we process about you and the ways in which we intend to use it. To ensure we keep your information up to date and accurate it is important that you notify us of any changes to your personal details as soon as they are known.

Types of personal data

The information we will collect may include:

- your name and contact details, including email address, job title and telephone number, date of birth and gender;
- details of your days of work, working hours, rostering and attendance at work;
- details of periods of leave taken by you, including holiday, sickness absence, special leave, career breaks, sabbaticals and the reasons for the leave;
- training records;
- photographs of you in connection with your accident/incident;
- information about medical or health conditions, relating to your accident/incident;
- images captured by the security cameras operating on the Parliamentary Estate and data capturing your movements around the estate as part of an accident investigation;

We may collect this information in a variety of ways through online accident reporting application forms, investigation activities and correspondence with you or through interviews, meetings or other assessments.

Use of your personal data

The lawful basis for collecting and using the personal data will depend on the specific reason we have collected it for. We will collect personal data from you for the following reasons (lawful bases):

- where it is necessary for the performance of our **public task**
- where we have your **consent** to do so

Details about the lawful bases for processing personal data can be found on the [Information Commissioner's website](#).

Storage and retention of your personal data

The House of Commons and House of Lords Administrations (who are two separate controllers) will retain your personal data for as long as is necessary for the purpose it was collected.

For the purposes of this notice, the retention period for the collection of personal data is 7 years from the date of the accident, after which point the personal data will be disposed of securely.

Disclosure and sharing of your personal data

We will only disclose your personal data to third parties outside the House where we have a lawful basis or legal obligation for doing so. This will include with third parties such as the Health & Safety Executive (HSE) to meet requirements under RIDOOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013).

Your rights

We will ensure you can exercise your rights in relation to the personal data you provide to us, as follows:

- Where we are relying on your consent to use your personal data, you can withdraw that consent by writing to us;
- You can request access to the personal data we hold about you or ask for certain data in a machine-readable format by contacting [us](#)
- You can ask us to update your personal data if it changes. In certain circumstances, you can request we erase the personal data we hold, or ask us to stop or restrict processing if you have an objection.
- If you have any concerns relating to the use of your personal data, you may complain to the Data Protection Officer whose contact details are found on the [Parliament website](#)
- You also have the right to complain to the [Information Commissioner's Office](#), the supervisory authority, about our collection and use of your personal data. They can be contacted at Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF, www.ico.org.uk.