

**Parliamentary Safety Team**  
**Data Protection Privacy Notice**  
**For Visitors to Parliament**

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](mailto:safety@parliament.uk)  
Telephone: 0207 219 4782

**Collection of your personal data**

We will collect, store and use the personal data provided by you following an accident/incident.

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 collect may include:

- your name and contact details, including email address, job title and telephone number, date of birth and gender;
- photographs of you relating to your accident/incident;
- information about medical or health conditions, relating to your accident/incident;
- sickness records/absence in relation to the incident/accident;

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**

We will normally collect personal data from you only following an accident/incident on the Parliamentary Estate.

We may also use the personal data you provide us to protect the vital interests of you or others you are associated with if it were to become necessary, for

example whilst visiting the Parliamentary Estate or carrying out business for Parliament.

We consider the purposes for the processing to be necessary for the Parliamentary Safety Team to carry out their function and the lawful bases to be:

- where it is necessary for the performance of our **public task**
- With your consent

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**

Parliament will retain your personal data for as long as necessary for the purpose it is collected.

For this notice, the retention period is 7 years from the date of the accident/incident.

### **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 available 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.

Further details about your rights can be found on the [Information Commissioner's website](#)