

The House of Commons respects your rights to privacy

In line with our responsibilities under the General Data Protection Regulation (GDPR) and Data Protection Act 2018 this Privacy Notice explains the personal data that we collect from you and how we use your information in the House of Commons.

In this Privacy Notice, references to 'us', 'our' or 'we' are to the House of Commons. Everything that we do with your data – for example storing it, working with it or deleting it – is referred to as "processing".

It is important for you to know that MPs are separate data controllers: this notice applies to personal data which is processed by the House of Commons for the purposes of e-recruitment. The House of Lords is also a separate data controller, you can access their [privacy notice here](#).

About 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.

If you have any questions about the use of your personal data, please contact the Data Protection Officer as follows:

Email - IRIS@parliament.uk

Telephone – 0207 219 4296

Post – IRIS Service, House of Commons, SW1A 0AA.

The personal data we collect

The information we process about you will have been provided by you through an online e-Recruitment form.

We may process the following personal data:

- Names, e-mails, address, phone numbers etc.
- Screening/Selection Information (your CV / Resume, education results, work experience, significant achievements)
- Evaluation Data (Information provided by other people involved in the recruitment process about your suitability for employment and your status within the recruitment process)
- Your feedback on the recruitment process
- Special Requirements

- Optional information provided by you e.g. medical needs, dietary requirements, disability, dyslexia, study abroad.
- Candidate Contractual Information
- Information provided by you which is required for final contract (in addition to Personal Details). Includes acceptance of offer.
- Other Contractual Information
- Information added by us to draw up contract e.g. salary, job title, hours.
- On-Boarding Information
- Additional information supplied by you to complete the hiring process and may include bank details, proof of right to work, next of kin, etc.
- Equal Employment Opportunity (EEO) Information
- Gender, Race, Religion, Veteran, Disability, or other diversity information

We consider the lawful bases to be:

- The processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract (article 6(1)(b) of the GDPR); and
- the data subject has given explicit consent to the processing of those personal data for one or more specified purposes, except where Union or Member State law provide that the prohibition referred to in paragraph 1 may not be lifted by the data subject (Article 9 (2)(a) of the GDPR).

If you would like to know more about the particular lawful basis or reasons we are using your personal data, please contact the service area you are providing/have provided it to in the first instance. Details about the lawful basis for processing personal data can be found on the Information Commissioner's website here.

Who we share your personal data with

Where necessary or with your consent, we may share personal data with:

- the House of Lords Service;

We may also share your data when there is a legal requirement to do so, for example with the Police or similar organisations for security purposes.

Storage and retention of your personal data

The House of Commons will retain your personal data for as long as is necessary for the purpose it was collected. The length of time personal data are retained for will differ dependent on the purpose of their collection and legal requirements. In most cases, a retention period will apply which can be found in the Houses of Parliament Authorised Records Disposal Practice (ARDP) on our website. The ARDP is published here:

https://www.parliament.uk/documents/parliamentary-archives/ARDP_internet_2017.pdf

If you are made an offer of employment, all data will be retained till 3 years after the completion of appointment.

If you are not made an offer, or you do not accept an offer, then we keep the data, including personally identifiable data, for 18 months after the end of recruitment activity so that we can refer to it in case of queries over the recruitment process, including employment tribunals or other legal challenges.

After the 18-month retention period we will anonymise all your data. Any data that may contain personally identifiable information will be cleared. The data that we retain is used to report on the historical performance of our recruitment process.

Disclosure and security of your personal data

All personal data you provide to the House of Commons will be stored securely, both physically and electronically, in accordance with our policies. We have an information security process in place to oversee the effective and secure processing of your personal data. Personal data is held in data centres within the UK for the purposes of hosting, maintenance and back up.

Your rights

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

- Where we are relying on your consent to use your personal data, you can withdraw that consent by unsubscribing from our services or writing to the Data Protection Officer. Details are available at the top of this notice.
- You can request access to the personal data we hold about you or ask for certain data in a machine-readable format by contacting the Data Protection Officer.
- 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.

Further details about your rights can be found on the Information Commissioner's website.

What if you do not provide your data?

This is a specific circumstance in which we rely on your personal data to facilitate services to you. Whilst there is no obligation to provide your personal information it may affect the effectiveness of the recruitment process. For example, you are required to provide us with certain details for security purposes to be able to gain security clearance

Right to complain

If you are unhappy with the processing of your personal data by the House of Commons, you should contact the Data Protection Officer in the first instance. You also have the right to complain to the supervisory authority if you consider that the House of Commons is in breach of your data protection rights. The supervisory authority is the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. <https://ico.org.uk/>. Further details about your rights and the complaints process can be found on the Information Commissioner's website.