

Office of Jonathan Ashworth MP: Privacy Notice

Personal data

Under the EU's General Data Protection Regulation (GDPR) personal data is defined as:

"any information relating to an identified or identifiable natural person ('data subject'); an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person".

How we use your information

This privacy notice tells you how we, Jonathan Ashworth's office, will collect and use your personal data for the purposes of Jonathan Ashworth carrying out the duties and functions of an elected Member of Parliament.

Why does Jonathan Ashworth's office need to collect and store personal data?

In order for us to carry out Jonathan Ashworth's role as a Member of Parliament we need to collect personal data to undertake casework for you and correspondence on your behalf. In any event, we are committed to ensuring that the information we collect and use is appropriate for this purpose, and does not constitute an invasion of your privacy.

Will Jonathan Ashworth's office share my personal data with anyone else?

We may pass your personal data on to third-party service providers contacted in the course of dealing with you, such as local authorities, government agencies, public bodies, health trusts, regulators, and so on. Any third parties that we may share your data with are obliged to keep your details securely, and to use them only for the matter or issue in which they have been contacted. When they no longer need your data to fulfil this service, they will dispose of the details in line with our procedures.

If we wish to pass your special categories of personal data to a third party we will only do so once we have obtained your consent, unless we are legally required to do otherwise. The main area where we will need your consent is when it is to do with your health.

How will Jonathan Ashworth's office use the personal data it collects about me?

Jonathan Ashworth's office will collect, store and use the information you provide in a manner compatible with the EU's General Data Protection Regulation (GDPR). We will endeavour to keep your information accurate and up to date, and not keep it for longer than is necessary. Jonathan Ashworth's office is required to retain information in accordance with the law, such as information needed for income tax and audit purposes. How long certain kinds of personal data should be kept may also be governed by specific requirements and agreed practices. Personal data may be held in addition to these periods depending on individual needs.

Under what circumstances will Jonathan Ashworth's office contact me?

Our aim is not to be intrusive, and we undertake not to ask irrelevant or unnecessary questions. Moreover, the information you provide will be subject to rigorous measures and procedures to minimise the risk of unauthorised access or disclosure.

Can I find out the personal data that the Jonathan Ashworth's office holds about me?

At your request, Jonathan Ashworth's office can confirm what information we hold about you and how it is processed. If Jonathan Ashworth's Office does hold personal data about you, you can request the following information:

- Our identity and the contact details.
- Contact details of the data protection officer.
- The purpose of the processing as well as the legal basis for processing.
- If the processing is based on the legitimate interests of Jonathan Ashworth's office or a third party, information about those interests.
- The categories of personal data collected, stored and processed.
- Recipient(s) or categories of recipients that the data is/will be disclosed to.
- If we intend to transfer the personal data to a third country or international organisation, information about how we ensure this is done securely. The EU has approved sending personal data to some countries because they meet a minimum standard of data protection. In other cases, we will ensure there are specific measures in place to secure your information.
- How long the data will be stored.
- Details of your rights to correct, erase, restrict or object to such processing.
- Information about your right to withdraw consent at any time.
- How to lodge a complaint with the supervisory authority.
- Whether the provision of personal data is a statutory or contractual requirement, or a requirement necessary to enter into a contract, as well as whether you are obliged to provide the personal data and the possible consequences of failing to provide such data.
- The source of personal data if it wasn't collected directly from you.
- Any details and information of automated decision making, such as profiling, and any meaningful information about the logic involved, as well as the significance and expected consequences of such processing.

What forms of ID will I need to provide in order to access this?

Jonathan Ashworth's Office accepts the following forms of ID when information on your personal data is requested:

Passport
Driving Licence
Birth Certificate
Utility Bill (from last three months)
Letter from DWP or HMRC (from the last months)

Contact details of the Data Protection Officer:

Contact Name:	Gavin George
Address line 1:	Office of Jonathan Ashworth MP
Address line 2:	60 Charles Street
Address line 3:	Leicester
Address line 4:	LE1 1FB
Address line 5:	
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Telephone:	0116 251 1927