



## Privacy Notice for Parliamentary Archives' users

### 1. Data Controller and Data Protection Officer

The Parliamentary Archives is an office within the House of Lords Administration. It collects, preserves and makes accessible the records of the House of Lords and the House of Commons.

The House of Lords' Controller is the Corporate Officer (Clerk of the Parliaments) whose address is the House of Lords, London SW1A 0PW. The Data Protection Officer is the Head of Information Compliance. The Data Protection Officer can be contacted at the above address, email: [Holinfo Compliance@parliament.uk](mailto:Holinfo Compliance@parliament.uk) or telephone: 0207 219 0100.

Where the Archives are providing a service on behalf of the House of Commons, the controllers will be the Corporate Officer of the House of Lords (as above) and the Corporate Officer of the House of Commons (Clerk of the House of Commons) whose address is the House of Commons, London SW1A 0AA. The Data Protection Officer for the House of Commons is the Head of Information Rights and Information Security who can be contacted at the above address, email: [IRIS@parliament.uk](mailto:IRIS@parliament.uk) or telephone: 0207 219 4296.

### 2. Personal data collected, purpose and legal basis for processing

*When personal data are collected*

We collect your personal data when you:

- book an appointment to visit the searchroom;
- attend an event at the Parliamentary Archives;
- search the catalogue;
- order copies of archival records, download records;
- purchase items;
- contact us with an enquiry or a complaint;
- respond to surveys, questionnaires or evaluations;
- agree to receive communications such as newsletters or marketing material;
- donate material.

Images of visitors may be captured by the security cameras on the Parliamentary Estate. Our [security camera policy](#) is published on the Parliamentary website.

#### Requesting copies or purchasing items from us

We collect and process your personal information when you contact us with an enquiry, order copies of documents from us, purchase items directly from us, make appointments to visit the searchroom or attend an event.

### *Types of personal data collected*

The personal data we process about you may include your:

- name, address, phone number, email address, other personal contact details;
- details of the items you have accessed online and in person;
- photograph;
- CCTV images;
- health or disability status (only collected when needed to facilitate visits to the Archives)

### *Purpose*

We process your personal data so we can:

- provide you with goods, facilities or services;
- explain and promote the work of Parliament.

### *Legal bases*

The legal bases allowing us to process your personal data are that it is necessary for us to do so for:

- performing a contract (see article 6(1)(b) of the General Data Protection Regulation “GDPR”);
- complying with a legal obligation (see articles 6(1)(c) and 9(2)(b));
- furthering our legitimate interests (see article 6(1)(f)), in particular, to publicise and promote events and also, so that we can bring or defend any legal proceedings.

### *Consent*

In some cases, we process your personal data because you have given your consent to allow us to do so (see articles 6(1)(a) and 9(2)(a) of the GDPR), for example when you have responded to a survey or agreed to receive communications from us.

## **3. Who we share your personal data with**

Where necessary, we may share personal data with:

- the House of Commons Service;
- providers of goods and services contracted by the House of Lords;

We may also share your data when permitted to do so or when there is a legal requirement to do so.

## **4. Transfer to third countries**

Some personal data we control are held outside the UK. These data are predominantly held in data centres within the European Economic Area (EEA), for the purpose of hosting and maintenance. If personal data are transferred to third countries outside the EEA, the adequacy of the data protection regimes of those countries and organisations holding the data is assessed to ensure appropriate safeguards are in place.

## **5. How long we keep your data**

We keep your personal data in accordance with our records disposal policy. The length of time we keep your personal data depends on the purpose of their collection and legal requirements.

The policy is published at: [https://www.parliament.uk/documents/parliamentary-archives/ARDP\\_internet\\_2017.pdf](https://www.parliament.uk/documents/parliamentary-archives/ARDP_internet_2017.pdf)

## **6. Your rights**

You have the right to:

- access
- request rectification of
- request erasure of
- restrict the processing of
- object to the processing of
- data portability of

your personal data. This is subject to the exceptions in the Data Protection Act 2018. Further information is available on the parliamentary website.

<https://www.parliament.uk/site-information/data-protection/lords-data-protection-information/>

## **7. Right to withdraw consent**

Where we have relied on consent to process personal data, you have the right to withdraw it at any time. To withdraw consent, please contact the Data Protection Officer at email: [Holincompliance@parliament.uk](mailto:Holincompliance@parliament.uk) or by telephone: 0207 219 0100.

## **8. What if you do not provide your data?**

There are certain circumstances where 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 range of services you can access. For example, you have to provide us with certain details to be able to visit the Archives.

## **9. Right to complain**

If you are unhappy with our use of your personal data, 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 Administration is in breach of its data protection obligations. The supervisory authority is the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. Website: <https://ico.org.uk/>