



## PARLIAMENTARY AND SCIENTIFIC COMMITTEE

### PRIVACY POLICY

#### 1. Introduction

The Parliamentary and Scientific Committee is an All-Party Parliamentary Group, founded in 1939, as a major focus for scientific and technological issues providing a liaison between Parliamentarians and scientific bodies, science-based industry and the academic world.

You can find more information about the Parliamentary and Scientific Committee on our website at [www.scienceinparliament.org.uk](http://www.scienceinparliament.org.uk).

The Parliamentary and Scientific Committee is committed to protecting the personal information of all its contacts and being clear about what information we collect from you and third parties and how we use it in accordance with all applicable laws concerning the protection of personal information.

This policy explains:

- What information we may collect about you
- How we may use that information
- In what situations we may disclose your details to third parties
- Information about how we keep your personal information secure, how we maintain it and your rights to be able to access it.

#### 2. Data Controller and Data Protection Officer

The Parliamentary and Scientific Committee ('the Committee') is the Data Controller of any personal information collected within scope of this privacy policy. Our location and contact details are below:

The Parliamentary and Scientific Committee  
3 Birdcage Walk  
London  
SW1H 9JJ

Tel: 020 7222 7085

Email: [Office@scienceinparliament.org.uk](mailto:Office@scienceinparliament.org.uk)



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Our Data Protection Officer (DPO) is the first point of contact for people whose information is processed. Contact details for our DPO are as follows:

The Executive Secretary  
The Parliamentary and Scientific Committee  
3 Birdcage Walk  
London  
SW1H 9JJ

Tel: 020 7222 7085

Email: [Office@scienceinparliament.org.uk](mailto:Office@scienceinparliament.org.uk)

### 3. Personal information held

The Committee holds personal data provided by its Members, applicants for membership on the membership application form and those wishing to be kept informed of the Committee's meeting and events ('the Contacts').

The Information held, in all cases, is

- Title
- Name
- Email address

Additionally, we may also hold the following information if provided to the Committee

- Job title
- Name of Organisation (where applicable)
- Postal address
- Telephone

### 4. How we use the personal information held

The personal information held will be used to fulfil the purposes of the Committee, for communications in connection with those purposes and to administer and improve the quality of the membership services that the Committee provides to Contacts and to Contacts' organisations.

Contacts can email us at [office@scienceinparliament.org.uk](mailto:office@scienceinparliament.org.uk) if they no longer wish to be contacted individually or on behalf of their organisation(s).



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- The personal information may be shared with other organisations where there is a joint activity (such as joint meetings or publications).
- The personal data may be included in publications such as directories of members although Contacts may ask to be omitted from such publications.
- The Committee may share information with other organisations and businesses who provide services to the Committee such as printers and distributors, web-site providers and those supplying administrative support. The Committee will ensure that there is a written Agreement in place with all its service providers to ensure that they understand their obligations and responsibilities in respect of the Contacts' personal information.
- If the Committee wishes to use a Contact's personal information for a reason other than those purposes set out above, the Committee will inform the Contact before that use commences and will provide further information about the new purpose(s).
- The personal information will be processed lawfully and transparently, and it will be kept safely.
- The Committee may withdraw its services to any Contact who unreasonably fails to provide, or to allow retention of, any information which the Committee considers to be necessary in operating a member organisation.

### **5. Who we give Contact personal information to**

We will not routinely pass Contact information to any other organisation except for the purposes of the Committee as above or if required to do so by law.

### **6. Legal basis for using Contact personal information**

Under data protection legislation, the Committee requires a legal basis to be able to process personal information. In most instances the legal basis will be Legitimate interest.

In cases where the Committee believes that there another legal basis, e.g. consent, is more appropriate the Committee then will act accordingly.



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### 7. How we keep your personal information secure

The Committee will take all possible steps to protect the security of personal information in accordance with our legal obligations with information being stored either in secure storage or electronically in a secure server and/or databases which are password protected and made accessible to staff on a need-to-know basis only. We will ensure that any third parties we use for processing your personal information do the same.

We will only engage with online companies, suppliers and partners signing up to GDPR and the online Privacy Shield Network.

Please note that the internet is not a secure platform and we cannot guarantee the security of the transmission of personal information via the internet. All personal information should therefore be submitted online if, and only if, the Contact accepts the incumbent security risks.

In the unlikely and regrettable event of a personal data breach the Committee will notify the ICO within 72 hours of becoming aware of the breach and we will record the breach in our Data Protection Breach Log. If the breach is likely to affect the personal data or privacy of any of our Contacts adversely, we will notify them of the breach without unnecessary delay, detailing:

- The Committee's name and contact details;
- The estimated time and date of the breach;
- A summary of the incident;
- The possible effect(s) that the breach could have on the individual;
- The measures taken by us to address the breach;
- How the affected individuals can mitigate any possible adverse impact of the breach.

### 8. Contact rights over their personal information

Once a Contact's personal information has been collected, the Contact has certain rights in relation to that personal information and has the right to:

- Ask for a copy of their personal information
- Correct inaccurate personal information held about them
- Ask for their personal information to be deleted (within 30 days)
- Restrict processing of their personal information
- Ask for a copy of their information in a format that allows easy transfer ("data portability")



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The Contact has a responsibility to the Committee to ensure that the Committee is kept informed of changes to ensure that the personal information held is accurate and current.

### **9. How long we will hold Contact personal information**

The Committee will retain a copy of the Contact's personal information for as long as it is still needed for the purpose(s) for which it was collected.

The Committee may retain such information for such period after the membership has ceased as it considers necessary.

### **10. Complaints about the use of Contacts personal information**

If a Contact is unhappy with the way in which their personal information has been handled by Committee, they may contact the Committee's Data Protection Officer (as shown above) who will try to resolve any issue informally.

If the Committee's Data Protection Officer is not able to resolve the issue satisfactorily, the Contact can also make a complaint to the data protection supervisory authority.

In the UK, this is the Information Commissioner's Office (ICO) and they can be contacted at:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

### **11. Changes to this privacy policy**

The Committee will keep its Privacy Policy under regular review and we will inform you of any changes to this policy by sending an update by email.

This privacy policy was last updated on 4<sup>th</sup> June 2018.