

Who we are and what we do

The IPSA Compliance Officer role is a data controller created by the Parliamentary Standards Act 2009, is independent of the Government and IPSA, and fulfils three primary responsibilities:

1. Assess complaints, and when appropriate instigate formal investigations and conduct reviews at request of MPs in relation to rejected expense claims
2. Identify if any matters of MP conduct need to be referred to other organisations
3. In support of an assessment, investigation or review, commission and share personal data with subject matter experts

Reports are published in the public interest, with redaction for privacy and security reasons.

The Compliance Officer is committed to privacy and implements a layered security approach such as access controls, good practice such as encryption and audits, staff training, and supplier contracts (data processor and sharing arrangements). We do not transfer personal data outside of the EU.

What is a Privacy Notice (or Fair Processing Notice)?

We use (“process”) personal information in the exercise of our functions under the Parliamentary Standards Act 2009. The information that we use includes “personal data” and “special category personal data”. Personal data is any information from which someone can be identified, and “special category” refers to racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic data, biometric data, health information, or data about a person’s sex life or sexual orientation. Financial data is personal data but not “special category” data.

This notice sets out our purposes for processing personal data, our lawful basis for doing so, the personal data that we process, who we might pass that data to, how long we will keep your data, and your rights in relation to the processing of personal data.

What does the Compliance Officer process and what is the lawful basis?

MPs

We process personal data relating to MPs. We do so where necessary in the public interest and to fulfil our statutory functions. Data is collected by referral or direct where an issue is requested for assessment and investigation. Personal data will include at least: contact details and home addresses, contracts, work patterns, bank details, claims including receipts and invoices. The Compliance Officer may also seek evidence according to the needs of the investigation.

We are required to publish reports on the outcomes of our investigations.

Website Visitors

For website visitors and remote systems, we will collect computer information necessary for website use, performance and access for security, best practice, and ensuring our systems work as intended. This may include metrics, routing and cookies. There is a separate Website Privacy Policy found at <http://www.theipsa.org.uk/about-us/website-privacy-policy/>

Our Workforce

We process employment personal data, described in a separate [Privacy Notice – Human Resources](#).

Sharing your Information

There will be times when we share your information with other organisations. Where we do share information we only do so when we are sure there is respect for your rights and data is secured.

We may instruct third party data processors who act on our behalf and instructions. They include information technology support, archiving partners, employee benefit providers, consultants, and commercial partners. We will only share personal data on the basis of contractual terms that ensure that data is protected and that processors comply with data protection legislation and safeguards.

We may also need to share personal data with third party organisations in order to deal with enquiries. We will only send what is needed to answer the issue, unless we are obliged by law. We work closely with IPSA and the House of Commons on matters related to our statutory functions. We may otherwise share information with third party organisations, such as the police, law firms, HMRC, for reference requests, in restricted circumstances and where the law provides for us to do so.

Rights of Data Subjects

- To obtain a copy of your data, with a description of processing ('subject access request')
- To have inaccurate or out of date information corrected
- To object to the processing of personal data
- To restrict processing of your personal data (where contested or to prevent loss)
- To have your personal data erased
- To prevent direct marketing
- To prevent fully automated decision making and profiling
- To have your personal data transmitted to another organisation
- Where *consent* is the lawful basis, you may withdraw this at any time by writing to us

If we do not intend to or cannot comply with a request then we will explain why.

Retention and Destruction

We will only process personal data for as long as necessary for the purpose for which we are processing that personal data. We will securely dispose of any personal data in accordance with our retention and destruction policy.

Contacts and Complaints

If you wish to exercise your rights or have questions please write to the Compliance Officer in the first instance as below. You may also contact them as data controller at the same address:

Email: compliance@theipsa.org.uk OR

Post: IPSA Compliance Officer, 4th Floor, 30 Millbank, London SW1P 4DU

Please include your name, organisation, full address, and telephone (if possible) and clearly lay out questions and expectations. We aim to answer, depending on complexity, within a calendar month.

In the event we are unable to help and you wish to complain, contact the ICO.

ICO helpline 0303 123 1113 or, for more options: <https://ico.org.uk/global/contact-us/>