



PRIVACY NOTICE | The Office of Ben Lake MP for Ceredigion

Ben Lake MP is the Member of Parliament for Ceredigion. Ben Lake MP's office discharges the duties and functions of the elected member. This can include advocacy, making representations to UK and Welsh Ministers and third-party organisations on behalf of constituents.

The elected member is the Data Protection Owner / Controller of the personal data you may provide to them. He may be contacted on ben.lake.mp@parliament.uk or by calling 01570 940333.

1. Personal data

The personal data we would like to collect from you is:

- Name
- Address
- Telephone
- Email
- National Insurance Number (if applicable to your specific case)
- Date of birth (if applicable to your specific case)

The personal data we collect will be used solely to help reach a satisfactory conclusion to the matter you have raised with the elected member.

We will only process your data with UK and Welsh Ministers and third-party organisations which are relevant to your case, and only those relevant to the matter you have raised. We will check in advance whether any third-party we contact is also be compliant with GDPR legislation, and will seek your approval to proceed if it is not compliant.

2. Consent

By consenting to this privacy notice you are giving us permission to process your personal data specifically for the purposes identified.

Consent is required for Ben Lake MP's office to process personal data, but it must be explicitly given. Where we are asking you for special categories of personal data we will always tell you why and how the information will be used.

You may withdraw consent at any time by completing the Data Subject Consent Withdrawal Form provided with this Privacy Notice.

3. Retention period

Ben Lake MP's office will process your personal data until it reaches a satisfactory conclusion to the case you have raised, unless you choose to withdraw your consent in the meantime. Once a case is complete you will have the option of receiving your file or asking for it to be securely destroyed. As a matter of routine, case files will be reviewed every 12 months.





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4. Your rights as a data subject

At any point while we are in possession of or processing your personal data, you, the data subject, have the following rights:

- Right of access – you have the right to request a copy of the information that we hold about you.
- Right of rectification – you have a right to correct data that we hold about you that is inaccurate or incomplete.
- Right to be forgotten – in certain circumstances you can ask for the data we hold about you to be erased from our records.
- Right to restriction of processing – where certain conditions apply to have a right to restrict the processing.
- Right of portability – you have the right to have the data we hold about you transferred to another organisation.
- Right to object – you have the right to object to certain types of processing such as direct marketing.
- Right to object to automated processing, including profiling – you also have the right to be subject to the legal effects of automated processing or profiling.
- Right to judicial review: in the event that Ben Lake MP's office refuses your request under rights of access, we will provide you with a reason as to why. You have the right to complain.

5. Complaints

In the event that you wish to make a complaint about how your personal data is being processed by Ben Lake MP's office (or third parties they have contacted on your behalf), or how your complaint has been handled, you have the right to lodge a complaint directly with the supervisory authority and the elected member's data protection representatives.

The details for each of these contacts are:

	Supervisory authority contact details	Data Protection Officer contact details
Contact Name:	Information Commissioner's Office	Carys Lloyd [Data Protection Officer]
Address line 1:	Wycliffe House	Bryndulais, 67 Bridge Street
Address line 2:	Water Lane	Llanbedr Pont Steffan
Address line 3:	Wilmslow	Ceredigion
Address line 4:	SK9 5AF	SA48 7AB
Website:	https://ico.org.uk/	www.plaidceredigion.cymru
Email:	https://ico.org.uk/global/contact-us/email/	carys.lloyd@parliament.uk
Telephone:	01625 545 745	01570 940333





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6. Accessing your information:

Subject Access Requests can be made using the Subject Access Request form, a copy of which is available from Ben Lake MP's office. The data subject will need to provide evidence of their identity for the request to be processed.

You may specify to Ben Lake MP's office any specific sets of data held by the office on your request. Alternatively, you can request all data we may hold on you.

Ben Lake MP's office will record the date on which you provided identification evidence sought by the controller and any specification of the data sought.

Ben Lake MP's office will provide the requested information to you within 20 working days from that recorded date.

