

Data Protection Policy – GDPR – Dan Aldridge MP, April 2025

1. Introduction

Dan Aldridge MP must process personal data to carry out the necessary work of an MP. This data must be processed appropriately and securely, regardless of how it is initially collected or recorded.

This policy has been compiled to ensure compliance with the GDPR.

The GDPR applies to ‘controllers’ and ‘processors’. For all definitions, please see Glossary of Terms.

Further information on GDPR can be found on: [For the public | ICO](#)

2. Data Controller and Data Protection Officer

Dan Aldridge MP is the Data Controller under the GDPR. Dan Aldridge MP is responsible for notifying the Information Commissioner of the data he holds or is likely to hold, and the general purposes that this data will be used for. This applies to all data sourced from inside the EU.

Dan Aldridge MP must register with the Information Commissioners Office on an annual basis. A Data Protection Officer with specific responsibility for ensuring compliance with GDPR and any ‘Right to/of’ requests has been appointed. In their temporary absence, this role falls to the Data Controller.

3. Lawful Basis for Processing Information

1. Dan Aldridge MP’s lawful basis for processing data for casework, campaign-related and policy-based enquiries is legitimate interest. Processing is necessary for the purposes of the legitimate interests pursued by the controller, or by a third party, except where such interests are overridden by the interests or fundamental rights and freedoms of the data subject which require protection of personal data, where the data subject is a child. The lawful basis of public interest and/or exercise of authority applies when Dan Aldridge MP is acting on behalf of the House of Parliament (for example, as part of a select committee).

Additionally, the data subject’s consent is sought at every opportunity where contact is indirect (i.e. by an advocate). Consent to processing can be withdrawn at any time.

2. Dan Aldridge’s lawful basis for processing data for non-political marketing, campaigning or addressed information-sharing purposes (specifically e-newsletters) is consent. Consent has been obtained directly and can be easily withdrawn at any time. A Privacy Notice has been compiled to share information with subjects where consent is required. While carrying out the casework and/or policy-related duties of an MP, Dan Aldridge has

access to, and is shared, special category data about subjects.

The lawful basis for processing special category data is public interest. Public interest includes elected representatives (or their staff) taking actions on behalf of an individual where it is wholly necessary to their enquiry.

4. Principles of Data Processing

Dan Aldridge MP regards the lawful and correct treatment of personal data as crucial to maintaining the confidence of constituents and third-party agencies. To this end, Dan Aldridge MP will adhere to the Principles of GDPR.

A Personal Data Audit has been undertaken by the Data Controller's Designated Data Protection Officer and will be reviewed on a minimum per annum basis.

Specifically, the Principles require that personal information:

- a) Shall be processed fairly and lawfully, and shall not be processed unless specific conditions are met.
- b) Shall be obtained only for specified purposes and not in any manner incompatible with those purposes.
- c) Shall be adequate, relevant, and not excessive in relation to those purposes.
- d) Shall be accurate and kept up to date.
- e) Shall be retained only as long as necessary.
- f) Shall be processed in accordance with the data subject's rights.
- g) Shall be kept secure and protected against unauthorised or unlawful processing.
- h) Shall not be transferred outside the EEA unless adequate protection exists.

Dan Aldridge MP, through appropriate management and strict application of criteria and controls, will:

- Treat people fairly, regardless of background or beliefs
 - Respond appropriately to all 'right to/of' requests
 - Ensure that any breaches are reported to the Information Commissioner's Office as required
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5. Data Collection and Consent

Consent must be freely given, specific, informed, and unambiguous. Consent can be withdrawn at any time.

Dan Aldridge MP will ensure that:

- Subjects understand why their information is needed
- Subjects understand consequences of giving or withholding consent
- Subjects provide written or explicit consent when appropriate

- Subjects can withdraw consent at any time
 - Children's data is processed only with parental/guardian consent
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6. Disclosure of Data to Third Parties

The Data Controller may share data with local authorities, government agencies, and voluntary service providers. This is necessary to progress casework.

Data may be shared without explicit consent where:

- There is a legal duty
 - Vital interests are at risk
 - The subject has made the information public
 - Legal proceedings or legal advice is involved
 - It is necessary for equal opportunity monitoring
 - A confidential service is being provided and consent is not reasonably obtainable
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7. Data Security and Retention

Data will be stored securely and only accessible to authorised staff/volunteers. Staff sign Data Protection Agreements and undergo security checks.

Data will be deleted four years after last contact. Paper is securely destroyed. Electronic data is deleted from systems.

Data breaches will be reported to the ICO within 72 hours if they pose a risk. High-risk breaches will also be reported to affected data subjects directly.

8. 'Right to/of' Requests Including Subject Access

Handled by the Data Protection Officer on behalf of Dan Aldridge MP.

Subjects have rights to:

- Be informed
- Access their data
- Rectify inaccurate data
- Erase their data
- Restrict processing
- Data portability

- Object to processing
- Avoid automated decision-making

All requests must be made in writing with proof of identity. Dan Aldridge MP will respond within one month.

Accepted ID includes:

- Passport or driving licence
- Birth certificate + utility bill
- Two utility bills (within last 3 months)

9. Policy Management

This policy will be reviewed annually by the Data Protection Officer to ensure continued compliance with GDPR and best practices.

For 'right to/of' requests or questions regarding this policy, contact:

Email: dan.aldridge.mp@parliament.uk (Please mark: 'FAO Data Protection Officer')

Write to:

Dan Aldridge MP
FAO Data Protection Officer
House of Commons
London
SW1A 0AA

Date Policy Composed: 22/04/25

Date Policy Updated:

Review Date: 01/04/26

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