



## **Data Protection Policy**

### **Purpose**

The Parliamentary Works Sponsor Body and the Restoration and Renewal Delivery Authority (hereafter called the Sponsor Body and Delivery Authority) take responsibility for handling personal data very seriously. We process the personal data of a wide range of individuals including (but not limited to) current, past and prospective employees, suppliers, contractors and members of the public.

This personal data is processed in accordance with the [General Data Protection Regulation](#) (GDPR) and [Data Protection Act 2018](#) (DPA). This policy provides a general statement of how we achieve this.

### **Principles**

The Sponsor Body and Delivery Authority will ensure that all personal data is processed in accordance with the Data Protection Principles (Article 5 GDPR), that personal data shall be:

- processed lawfully, fairly and in a transparent manner,
- processed only for specified, explicit and legitimate purposes,
- adequate, relevant and not excessive,
- accurate and kept up-to-date,
- kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the data are processed, and
- processed in a secure manner.

We are also committed to being responsible, accountable and able to demonstrate compliance for our processing of personal data.

The Sponsor Body and Delivery Authority respect the rights of individuals concerning their own personal data and will comply appropriately with any request relating to those rights. These rights, found in Chapter 3 GDPR, are:

- The right to be informed
- The right of access
- The right to rectification
- The right to erasure
- The right to restrict processing
- The right to data portability
- The right to object
- Rights in relation to automated decision making and profiling

The Sponsor Body and Delivery Authority will comply with the Data Sharing Agreement it has entered into with the Corporate Officers of both Houses of Parliament, specific to the sharing of data sets relevant to this legislation.



# HOUSES OF PARLIAMENT

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## RESTORATION & RENEWAL

The information held aligns with the 'Classification Scheme for Parliamentary Records' with regard to the retention, destruction and archiving subject to the House of Parliament 'Authorised Records Disposal Practice'.

**Sarah Johnson**  
CEO. Sponsor Body  
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**David Goldstone**  
CEO. Delivery Authority  
September 2020