

Privacy Policy

Last updated: July 2021

1. Who we are

<https://maryglindonmp.co.uk/contact.html>

This page explains how we collect and use personal data, the legal basis for doing so and provides information about your rights in respect of your personal data. This is separate to how the national Labour Party uses your personal data and you should refer to their privacy policy for further information about this:

www.labour.org.uk/privacy-policy

The Office of Mary Glindon MP is the data controller as defined under the General Data Protection Regulation ("GDPR") and responsible for your personal data (referred to as "we", "us" or "our" in this privacy policy).

2. Our contact details

Mary Glindon, Member of Parliament for North Tyneside

Swans Centre for Innovation, Station Rd, Wallsend, NE28 6HJ

Phone Number: 0191 2342493

E-mail: mary.glindon.mp@parliament.uk

3. Purpose of this Privacy Policy

This privacy policy aims to give you information on how we collect and process your personal data through:

- your use of this website (including, but not limited to, any data you may provide through this website by, for example, signing up as a to receive communication's on Mary Glindon's parliamentary activities.
- Casework.

This website is not intended for children and we do not knowingly collect data relating to children.

It is important that you read this privacy policy, together with any other privacy policy or fair processing policy we may provide on specific occasions when we are collecting or processing personal data about you. We want you to be fully aware of how and why we are using your data.

This privacy policy supplements other notices and privacy policies (such as wording that may feature on our website alongside options to subscribe to newsletters and other communications) and is not intended to override them.

4. The type of personal information we collect

The office of Mary Glindon MP will only collect and use personal information for the specific purpose for which it has been obtained.

Personal data, or personal information, means any information from which your individual identity could be discerned. It does not include data where the identity has been removed (anonymous data), or data related to deceased individuals.

5. How we obtained your personal information and why we hold it

Most of the personal information we process is provided to us directly by you for one of the following reasons:

Provided by you - directly

- Because you have emailed, written or telephoned the office of Mary Glendon MP.

Provided by you – indirectly

- Your name and address is legally taken from the electoral register, in order for us to participate in the democratic process;

6. Donating to the Party

The information we ask for is used to process your donation and, if you donate more than £500, to check that you are on the electoral register which is a legal requirement under the Political Parties, Elections and Referendums Act 2000. If you donate more than £1,500 to a Labour Party accounting unit (eg. Constituency Labour Party or the Scottish Labour Party) or more than £7,500 to the Labour Party nationally in the course of a calendar year, your name and the amount of your donation will be reported to the Electoral Commission for publication on their public register of donations to the Labour Party. Donation information will be stored in our membership database and used to keep you informed of Labour news, campaign and other opportunities to support the Party.

7. Legal basis to process personal data

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing this information are:

- 1. Your consent. You are able to remove your consent at any time. You can do this by contacting mary.glindon.mp@parliament.uk**
- 2. Legal entitlement. MPs have a legal entitlement to your name and address from the electoral register, even where you have asked not to be contacted.**
- 3. Public task. This may be used where we process personal data in the public interest (which has a clear basis in law).**
- 4. Legitimate interests. We may contact you by post using this lawful basis, but we always ensure we balance your rights and freedoms against our proposed legitimate interest.**
- 5. Contract. If you are a member of the Labour Party, we may rely on this lawful basis to contact you, where it is defined within the Party's Rule Book.**

8. How we store and retain your personal information

Your information is securely stored at the Office of Mary Glindon MP, Swans Centre for Innovation, Station Rd, Wallsend, NE28 6HJ.

We will only keep your personal information for as long as it is necessary to fulfil the purposes described in this policy. We will delete all other personal data we no longer need in line with our internal retention policies.

We will regularly review the personal information we hold to ensure that its use is necessary and proportionate.

We will then securely and permanently dispose of your information by shredding all paperwork and deleting all electronic correspondence.

9. Cookies and Analytics

9.1 What are cookies?

Cookies are small text files that web servers give to browsers to store on users' machines (computers, tablets or mobile devices). They enable the website to recognise requests as coming from the same browser. Cookies are designed to allow the website to recognise its users on subsequent visits, or to authorise other designated websites to recognise these users for a particular purpose. Cookies can be essential for the operation of an application or to improve the user experience. They can also be used to track user behaviour.

Information collected by cookies is classed as personal data.

For more information on cookies, their use and how to block them, you may want to visit www.aboutcookies.org.

9.2 Managing cookies

You can set your browser to not accept cookies, but this may limit your ability to use the Services. You can also opt out of receiving interest-based ads from certain ad networks [here](#) (or if located in the European Union, [here](#)).

In your web browser (for example, Google Chrome, Microsoft Internet Explorer, Mozilla Firefox or Apple Safari), you can control which types of cookies you allow. Most browsers accept cookies automatically, but you can alter the settings of your browser to erase cookies or prevent automatic acceptance if you prefer. You can turn cookies on or off using your browser's settings and you can also delete cookies and clear your browser's cache (also known as your internet viewing history). Visit the 'Options' or 'Preferences' menu on your browser to change settings, and check the following links for more browser-specific information:

- Google Chrome: <https://support.google.com/chrome/answer/95647?hl=en>
- Microsoft Internet Explorer: <https://support.microsoft.com/en-us/help/17442/windows-internet-explorer-delete-manage-cookies>
- Mozilla Firefox: <https://support.mozilla.org/en-US/kb/cookies-information-websites-store-on-your-computer?redirectlocale=en-US&redirectslug=Cookies>
- Apple Safari: <https://support.apple.com/en-gb/guide/safari/sfri11471/mac>

The Information Commissioner has also provided guidance here: <https://ico.org.uk/your-data-matters/online/cookies/>

10. Third Party Links

This website may contain links to other websites, or embedded content from other websites. We are not responsible for the content or privacy practices of these websites.

This website may include links to third party websites, platforms, plug-ins and applications. Clicking on those links or enabling those connections may allow third parties to collect or share data about you. We do not control these third party websites or platforms and are not responsible for their privacy policies or statements. When you leave our website, we encourage you to read the privacy policy of every website you visit.

11. Information rights

Under data protection laws, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

Your right to object to processing - You have the the right to object to the processing of your personal information in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights, though we may apply a basic administration fee where your information right is determined as being either "manifestly unfounded" or "manifestly excessive". If you make a request, we have one month to respond to you, though an additional two months may be applied subject to the application of an exemption available to data controllers.

Please contact us at:

Swans Centre for Innovation, Station Rd, Wallsend, NE28 6HJ.

12. How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at:

Christine Aird, Office Manager, Swans Centre for Innovation, Station Rd, Wallsend, NE28 6HJ.

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>

13. Changes to the Privacy Policy

We keep our privacy policy under regular review (at least on an annual basis) and will notify you of any substantive changes. Any revisions to our privacy policy can be reviewed on this website and we encourage you to regularly check back for any updates about how your data is used