### All Party Parliamentary Group (APPG) on Fair Business Banking Privacy Notice

***Constituents / individuals with case work***

This privacy notice tells you what to expect when the APPG collects and processes your personal information.

**About us**

*Website (APPG)*: [www.appgbanking.org.uk](http://www.appgbanking.org.uk)

*Email (Public Enquiry Point)*: jackie@theathenafoundation.org.uk

The Data controller is the Chair of the APPG, William Wragg MP, House of Commons, London, SW1A 0AA who can be contacted via email: william.wragg.mp@parliament.uk

Secretariat services to the All Party Parliamentary Group on Fair Business Banking are provided by not-for-profit company Athena Foundation Limited (Athena).

*Secretariat email*: jackie@theathenafoundation.org.uk

**The type of personal information we collect**

We may collect and process some or all of the following information:

* Your full name and title
* contact details, including email address, phone number, address etc
* Your role and / or the organisation or business you represent or work for (if any)
* The name of your Member of Parliament
* Your personal experiences and/or case history which could include sensitive financial and other personal information.

The data we collect may include “special category” data, such as political and philosophical opinions and views or information about health or race/ethnicity.

**How we obtain your personal information and why we have it**

Most of the personal information we process is provided to us directly by you and/or by your MP and/or other trusted representative(s) for the purposes of maintaining a record of constituent enquiries, for assisting your Member of Parliament with your individual case and to inform and advance the work of the APPG.

We will not publish or pass on your personal data to anyone other than our trusted data processors (see below) unless you give us your explicit consent to do so, except in exceptional circumstances, for instance if we are concerned about possible serious self-harm.

Under the UK General Data Protection Regulation (UK GDPR), the lawful basis we rely on for processing this information is:

* Your **Consent** to contact you and your MP and any other third party on your behalf to assist them with respect to your case and to provide you with information about the APPG and invitations to meetings and events(You are able to remove your consent to be contacted at any time. You can do this by contacting [contact details]) *and*
* The **legitimate interest** of advancing the aims and objectives of the APPG on Fair Business Banking, in the public interest. The vision of the APPG is of a sustainable financial system that works for the whole of society rather than just a few.

**Sharing your information**

We will share your personal data only with our contracted data processors, the Athena Foundation Ltd, which provides a secretariat service to the APPG and standard UK-GDPR compliant professional tools provided by Microsoft, Google and Intuit MailChimp, which we use for secure data storage and to manage our mailing list and send out communications.

**Storing your information**

We will hold your information securely and we will keep it for as long as is necessary. This may be for one year after the current Parliament ends, or longer in the case of data used for research and statistical analysis purposes. We will not retain your personal information if it is no longer required and will ensure that it is permanently deleted from our systems and those of our contracted data processors.

**Your data protection rights**

Under data protection law, 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.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact the Secretariat in the first instance at: jackie@theathenafoundation.org.uk if you have questions about the use of your personal data or you wish to make a request.

**How to complain**

If you have any concerns about our use of your personal information, you can make a complaint to us at jackie@theathenafoundation.org.uk.

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>

This notice was last updated on … December 2023