

All-Party Parliamentary Group for Future Generations Data Protection Policy

For the purposes of data protection law, we, the secretariat to the All-Party Parliamentary Group (APPG) for Future Generations (henceforth the secretariat), will be the controller of the personal information we hold about you. This means we make decisions about how and why your information is used, and have a legal duty to make sure that your rights are protected when we do so. For any questions or requests, we can be reached at:

Our registered office:
19 Jarman House
Jubilee Street
London
E1 3BL

Email: secretariat@appgfuturegenerations.com

Major Points

We hold some personal data on those who interact with us in order to best support the relevant interests of the Parliamentarian members of the APPG. Relevant interest are those connected to combating political short termism, promoting future generations rights and similar. The amount of data held on individuals is restricted to only what is necessary, and kept no longer than necessary. We will only use your personal information when the law allows us to. Most commonly, we will use your personal information in the following circumstances:

- with your consent or explicit consent
- where we need to perform a contract with you e.g. when you provide funding
- where it is necessary for our legitimate interests (or those of a third party) and your interests and fundamental rights do not override those interests
- where we need to comply with a legal or regulatory obligation.

Data will be treated in accordance with applicable data protection law. It will only be shared with third-parties as described in this policy. We will never sell your personal information. You retain rights to your data and they are explained more deeply in the “Individuals’ Rights and Actions” section.

Contact details

Where people have opted in, we hold email addresses in order to send out updates on our activities. We will not sell email addresses to third parties. You may opt in or out of our contact email list by emailing secretariat@appgfuturegenerations.com.

Conversations

The secretariat may occasionally record the content of discussions (e.g. audio recording evidence sessions with MPs and stakeholders). Event attendees will always be informed if an event or meeting is to be recorded and permission is asked of speakers an event or meeting is recorded. Recordings will only be made where there is a legitimate interest in doing so.

Demographics

The secretariat may choose to record demographic information to monitor the diversity of those that it is interacting with, and for impact evaluation purposes. This information is used only for this purpose. During the course of activities, personal data—for example, website analytics—will be gathered and held. Should this be made into any published findings, individuals will not be identifiable except where clear written permission has been provided to allow us to present identifiable stories.

Sensitive Personal Information

If you apply to attend an event and have requested reasonable accommodations in connection with a disability, we may store the information you provide to us about your disability in order to provide those accommodations. We hold details of political beliefs where this information is publicly available, for example our documents may list the party affiliation of MPs and Peers. Otherwise we do not collect any special categories of personal information about you (this includes details about your race or ethnicity, religious or philosophical beliefs, sex life, sexual orientation, political opinions, trade union membership, information about your health and genetic and biometric data, and information about criminal convictions and offences).

Sharing of Data

We may share data on a need-to-know basis if we are partnering with third parties for delivery of materials, workshops, or other sessions. We may share data with the officers of the APPG in order to support the relevant interests APPG officers. We may share data where we are contracting third parties to carry out work for us (eg transcription of events or evenautation of our impact). Where practical all such data sharing will be anonymised.

If the role of secretariat to the APPG for Future Generations is transferred to (or merged with) another party, we may disclose your personal information to the new party. If a change like that happens, then the new data owners may use your personal information in the same way as set out in this policy.

We will not share this data with third parties for any other reason.

Ensuring Safety of Data

We employ a variety of physical and technical measures to keep your personal information safe and to prevent unauthorised access to, use of or disclosure of it. We control who has access to your data (using both physical and electronic means) and store your personal information electronically. We take steps to protect that information against loss, unauthorised access, use, modification or disclosure and against other misuse. Employees of the secretariat will be able to

access this information. Volunteers of the secretariat APPGFG will be provided access to this information on a need-to-know basis.

Individuals' Rights and Actions

Subject access requests:

Under EU data protection law, you have the right to request the personal data that the secretariat holds on you. If you make an access request, the secretariat will tell you:

- whether or not your data is processed and if so why, the categories of personal data concerned and the source of the data if it is not collected from the individual
- to whom your data is or may be disclosed, including to recipients located outside the European Economic Area (EEA) and the safeguards that apply to such transfers
- for how long your personal data is stored (or how that period is decided)
- your rights to rectification or erasure of data, or to restrict or object to processing
- your right to complain to the Information Commissioner if he/she thinks APPGFG has failed to comply with his/her data protection rights
- whether or not the secretariat carries out automated decision-making and the logic involved in any such decision making
- the secretariat will also provide the individual with a copy of the personal data undergoing processing. This will be in electronic form if the individual has made a request electronically, unless you agree otherwise. This will be provided within one month of the request being made to meet GDPR requirements.

To make an access request, please email us at secretariat@appgfuturegenerations.com. In some cases, the secretariat may need to ask for proof of identification before the request can be processed. the secretariat will inform the individual if it needs to verify his/her identity and the documents it requires.

If a subject access request is manifestly unfounded or excessive, the secretariat is not obliged to comply with it. Alternatively, the secretariat can agree to respond but will charge a fee, which will be based on the administrative cost of responding to the request. A subject access request is likely to be manifestly unfounded or excessive where it repeats a request to which the secretariat has already responded. If an individual submits a request that is unfounded or excessive, the secretariat will notify him/her that this is the case and whether or not they will respond to it.

Non-access rights:

Individuals have a number of other rights in relation to their personal data. They can require the secretariat to:

- rectify inaccurate data
- stop processing or erase data that is no longer necessary for the purposes of processing

- stop processing or erase data if the individual's interests override the secretariat's legitimate grounds for processing data (where the secretariat relies on its legitimate interests as a reason for processing data)
- stop processing or erase data if processing is unlawful
- stop processing data for a period if:
 - data is inaccurate
 - there is a dispute about whether or not the individual's interests override the secretariat's legitimate grounds for processing data

To ask the secretariat to take any of these steps, please email us at secretariat@appgfuturegenerations.com.

If You Have a Complaint

Individuals can lodge a complaint directly with the supervisory authority, the Information Commissioner's Office. Details of how to report concerns are on the ICO website. The helpline telephone number is 0303 123 1113.

The secretariat to the All-Party Parliamentary Group for Future Generations