

Privacy Policy

Office of Ian Roome MP Last Updated: 22.07.26

Ian Roome MP is committed to respecting and protecting your personal data. This policy explains who Ian Roome MP is, what personal data (“Data”) he collects, how data is used, how it is stored, your rights, and how you can contact him. The way Ian Roome MP is able to process personal data is governed by the UK General Data Protection Regulation (UK GDPR), the Data Protection Act (DPA) 2018, and the latest guidance issued by the Information Commissioner’s Office (ICO).

Who is collecting your data

Ian Roome MP is the Member of Parliament for North Devon. For the purposes of UK data protection law, Ian Roome MP is the data controller of all personal data sent to him by constituents in his capacity as the Member of Parliament for North Devon. Office staff may also access your personal data where necessary to support the MP in responding to enquiries, managing casework and maintaining office records. Within this policy, any reference to “Ian Roome MP” refers to both the MP and his staff.

Since 01 April 2019, elected representatives and prospective representatives (including police and crime commissioners) are exempt from paying a fee and registering with the Information Commissioner’s Office (ICO). Further information is available at: <https://ico.org.uk/for-organisations/in-your-sector/political/>

How your data is collected, used and stored

When you contact Ian Roome MP seeking assistance with a casework issue or to ask a question about local or national policy issues, you will be asked for personal data to enable the office to respond.

Your data will only be used for the purposes for which you provide it, in line with ICO guidance on fairness, transparency and purpose limitation.

Ian Roome MP takes the security of your data extremely seriously. Your data will be stored on secure parliamentary systems in a protected environment. Access to your personal data is restricted to authorised staff and only for the purpose of dealing with your query, progressing your case, or maintaining office records. Security measures include multi-factor authentication, encryption, access controls, regular audits and secure disposal procedures, in line with updated ICO expectations.

Categories of Personal Data Collected

Personal data collected may include:

- Full name • Your address and constituency • Email address • Telephone number • Information about others where necessary to progress your case (e.g., family members, dependents)

Additional information may be collected where relevant to your enquiry or casework.

How We Collect Your Data

We collect personal data when you:

- Contact the office by email, phone, post or in person
- Complete a form or survey
- Ask us to take up a case or raise an issue on your behalf
- Attend an event or meeting with the MP or his staff

We may also receive information about you from third parties where you have asked them to contact us on your behalf.

How We Use Your Data

We use your personal data only for the purposes for which you provide it. This includes:

- Responding to your enquiry
- Taking up casework on your behalf
- Making representations to government departments, local authorities, public bodies or other organisations
- Keeping a record of casework to ensure continuity and efficiency
- Contacting you with updates directly related to your case or enquiry

We will never use your data for marketing or political campaigning unless you have explicitly opted in. We follow ICO guidance on data minimisation and will not collect or retain more information than is necessary.

Who We Share Your Data With

To progress your case or respond to your enquiry, we may need to share your personal data with:

- Government departments
- Local authorities
- NHS bodies
- Police or emergency services
- Regulatory bodies • Other public authorities
- Third-party organisations directly relevant to your case

We will only share the minimum information necessary and only where it is essential to act on your behalf. We will never share your data with private companies, political parties, or individuals without your explicit consent.

Third-Party Data Processors

The office uses secure third-party systems to manage correspondence and casework. These may include:

- Parliamentary IT systems
- Secure cloud-based casework management software
- Email and document storage services approved by Parliament

These providers act as data processors and are contractually required to meet UK GDPR standards, including updated ICO expectations on security, access control and international transfers.

How We Store and Protect Your Data

We take the security of your data extremely seriously. Measures include:

- Secure parliamentary IT systems
- Password protection and multi-factor authentication
- Encryption of data in transit and at rest
- Access restricted to authorised staff only
- Regular reviews of access permissions
- Secure disposal of data when no longer required
- Regular monitoring and audit in line with ICO accountability guidance

We do not store data outside the UK. If any system uses servers located abroad, it will comply with UK GDPR international transfer safeguards.

How Long We Keep Your Data

We keep your personal data only for as long as necessary.

- All data held by the office is normally retained for up to two parliamentary cycles, or until Ian Roome MP leaves office, whichever is sooner. At the end of each parliamentary cycle, all records will be reviewed to assess whether there is a continuing need to retain them, in line with ICO guidance on storage limitation and accountability.
- Basic records (e.g., your name and the fact a case existed) may be kept for audit and continuity purposes.

After this period, your data will be securely deleted or anonymised, in line with ICO guidance on storage limitation and secure disposal.

Children's Data

We may process personal data relating to children where:

- A parent, guardian or responsible adult contacts us on their behalf, or
- It is necessary for casework involving education, safeguarding or family matters

We follow ICO guidance on protecting children's data and will always take extra care when handling information relating to children or vulnerable individuals.

The lawful basis for processing your data

Under UK GDPR, personal data can only be processed using a lawful basis defined in Article 6.

Ian Roome MP will process your data using:

- Consent (Article 6(a))
- Public Task (Article 6(e)) – necessary for the MP's functions as an elected representative
- Legitimate Interests (Article 6(f)) – for managing constituents' casework effectively

These lawful bases are documented and reviewed in line with ICO accountability guidance.

Special Category Data

You may disclose Special Category Data under UK GDPR as part of your casework or policy concern. This may include information relating to health, sexuality, race, ethnicity or religion.

Elected representatives are permitted to process this data under clauses 23 and 24 of Schedule 1 of the Data Protection Act 2018.

Under UK GDPR, Special Category Data requires:

- a lawful basis under Article 6, and
- a processing condition under Article 9

Ian Roome MP will process such data under:

- **Article 6(a)** – Consent
- **Article 9(a)** – Explicit consent

Your Rights

You have the following rights over your personal data:

- Access – to request copies of the data we hold about you (Subject Access Request)
- Correction – to ask us to correct inaccurate or incomplete data
- Erasure – to request deletion of your data where appropriate
- Restriction – to limit how your data is used
- Withdraw consent – where processing is based on consent
- Opt out – of receiving further communication from us

Requests will be handled in accordance with ICO guidance, including verification requirements and statutory response times.

If you have any concerns about how your data is being used, **we would encourage you to contact us directly in the first instance** so we can address the matter promptly.

You also have the right to make a complaint directly to the Information Commissioner's Office: <https://ico.org.uk/global/contact-us/> Concerns can also be logged via: <https://ico.org.uk/concerns/>

Contact Us

If you have any questions about this policy or wish to exercise any of your data rights, please contact our data protection representative:

Email: ian.roome.mp@parliament.uk Tel: 01271 410470 Address: Portcullis Suite, Castle Centre, 25 Castle Street, Barnstaple, Devon, EX31 1DR

Changes to Our Privacy Policy

We keep our policy under regular review and it may be updated from time to time. You should check it each time you submit personal information to us.