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House of Commons
London SW1A 0AA

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Dear Member of Parliament,

I am writing to update you on the steps IPSA is taking to protect your personal data and the data of your staff.

As you will be aware, strengthened data protection requirements come into effect on 25 May through the General Data Protection Regulation (GDPR). The legislation requires personal data to be processed lawfully, kept up to date and only for only as long as necessary, and to be protected by technical safeguards. There are also enhanced data rights for individuals.

IPSA takes very seriously the need to keep personal data secure. We have done a lot to strengthen our data security since I wrote to you in March 2017 about a data breach on our website. We have trained all our staff, updated our policies, tightened IT controls and appointed a Data Protection Officer. We have also strengthened our checks before publishing information on our website.

Under the GDPR, most data protection aspects of our work to regulate and support MPs will continue unchanged, although there is increased responsibility on us to meet high standards. We will continue to control and process data about your business costs, to support you and fulfil our statutory responsibilities. Data about MPs' business costs will continue to be stored securely, redacted where appropriate, published and archived as now. We also operate the payroll for you and your staff, again in the context of our statutory duties. As such we are the controller of your and your staff's payroll data, which means that we determine how it is processed. (As the employer of your staff, you are also a controller of other personal staffing data, for example in relation to recruitment and training.) And you can continue to use IPSA's budgets to meet the costs of your individual registration fees with the Information Commissioner's Office (ICO).

However, we are taking further steps to comply with GDPR requirements. We will shortly put on our website an updated privacy notice, setting out the basis on which we process personal data and how long we will keep it, as well as where individuals can get further

information about how their data is managed. We have built strong data protection safeguards into the design of our new business costs IT system which we will implement later this year. We are reviewing all our arrangements with commercial suppliers, including direct suppliers of travel tickets and stationery, to ensure that they process your data securely. And we are updating our data sharing agreements with the House of Commons and trustees of the Parliamentary pension fund to ensure that we only share data where necessary to fulfil our responsibilities and that the data is properly controlled and processed.

We are working closely with the House authorities who have procured training to support MPs and their staff on how the new legislation applies to the role of an MP. For details please contact IT Governance on hocsupport@itgovernance.co.uk or call 01638 592430. The Information Commissioner's Office has also updated its guidance for elected representatives and political parties at <https://ico.org.uk/for-organisations/political/>.

Please feel free to contact your IPSA account manager if you have any queries about IPSA's data protection responsibilities.

Yours sincerely,

A handwritten signature in black ink that reads "MARCIAL BOO". The signature is written in a cursive, slightly slanted style.

Marcial Boo