



HOUSE OF COMMONS
CHAMBRE DES COMMUNES
CANADA

PRIVACY NOTICE

Guided tours of the House of Commons at West Block

Scope

The House of Commons (HoC) invites you to consult this privacy notice, which applies to the personal information that it collects or receives when you participate in a guided tour of West Block.

Collection and use of personal information

The HoC collects your **first and last name** and **date of birth** when you provide us with an acceptable form of government-issued photo identification on the day of your visit to West Block.

With your consent, the HoC also collects your personal information from the Library of Parliament (Library) when you, or someone on your behalf, reserves tickets for a guided tour in advance of your visit. In addition to your personal information, the HoC receives the phone number and email address of the individual making the reservation. The Library transmits this personal information to the HoC via a secure data-transfer mechanism.

The HoC uses your personal information to

- Verify your identity;
- Grant you access to the buildings at West Block;
- Manage and keep track of visitors at West Block;
- Issue you a badge; and
- Keep the parliamentary precinct safe for everyone.

Failure to provide any or accurate personal information to the HoC or the Library may result in being denied access to West Block.

Access to personal information

Access to your personal information is limited to employees of the HoC. These employees have access to your personal information only to the extent necessary for them to carry out their work.

Our parliamentary partners may access your personal information in limited circumstances.

Transmission of personal information

The HoC may transmit your personal information to other organizations or to persons outside the HoC if it is required to do so by law or for security reasons.

Personal information protection measures

The HoC is committed to your privacy and the protection of your personal information. It has reasonable measures in place to safeguard the personal information in its custody against unapproved use, unauthorized access, and loss.

Retaining and disposing of personal information

Once the HoC is in receipt of your personal information, the HoC retains it securely for as long as it uses your information to perform its activities and offer its services to you.

The HoC disposes of your personal information once it no longer needs the information, following its internal retention and disposition standards.

Access, updates and corrections to personal information

To access, update or correct your personal information, please submit a written request, by email, to INFO.SAA@parl.gc.ca.

Contact us

Should you have any questions or concerns about this privacy notice, you can contact the Client Care Team IT Service Desk at 613-947-4774 (in Ottawa), 1-888-443-4774 (toll-free), or itsd-csti@parl.gc.ca, 24 hours a day, seven days a week.