



Parliament of Canada Guided Tour of the House of Commons at West Block

Privacy Notice

Scope

This Privacy Notice applies to personal information that the Library of Parliament (“the Library”, “we”, “us” or “our”) collects when you reserve tickets for a Parliament of Canada Guided Tour of the House of Commons at West Block via our online booking system.

By providing personal information to us, you agree to the collection, use, disclosure and retention practices set out in this Privacy Notice and authorize the Library, its parliamentary partners and third parties to process your personal information for the purpose set out below.

Collecting and using your personal information

The Library uses your personal information to schedule and provide you with a guided tour of the House of Commons at West Block. For this purpose, the Library collects the following personal information directly from you and all other individuals on the same booking when you reserve tickets for a Parliament of Canada Guided Tour of the House of Commons at West Block via our online booking system:

- First name of each visitor;
- Last name of each visitor;
- Date of birth of each visitor;
- Email address of the individual reserving the ticket(s) (e.g., an individual visitor or the contact person for a group of visitors);
- Phone number of the individual reserving the ticket(s) (e.g., an individual visitor or the contact person for a group of visitors).

We may also use common automatic information collection and tracking technologies, such as digital markers (“cookies”), to collect information about you. For more information about this, please consult our [Important Notices](#) page.

Sharing your personal information

To ensure the safety and security of the parliamentary precinct, the Library shares your personal information with the House of Commons via a secure data-transfer mechanism. This allows the House of Commons to manage access to their premises. The House of Commons may also share your personal

information with third parties, such as law enforcement and governmental entities, when required by law.

Failure to provide complete and accurate personal information may result in you or those individuals for whom you book a guided tour being denied access to House of Commons premises, including participating in a guided tour of the House of Commons at West Block.

For more information about how the House of Commons uses your information, please refer to the [privacy notice of the House of Commons](#). Any questions regarding decisions to deny tour access should be directed to the House of Commons by email at info.saa@parl.gc.ca, 24 hours a day, seven days a week.

Protecting your privacy

The Library is committed to your privacy and the protection of your personal information. We maintain appropriate safeguards to protect your personal information. We have also taken steps to ensure that only authorized members of the Library's staff have access to your personal information and only to the extent necessary for them to carry out their work.

Retaining and disposing of your personal information

Information collected for this purpose will be permanently deleted from Library systems five (5) days following your guided tour of the House of Commons at West Block.

Your right to access, correct and delete your information

You can submit a request to access, correct, update or delete your personal information under the Library's control if it is inaccurate or incomplete. Requests must be submitted to the Library's privacy officer by email at LoPPrivBdP@parl.gc.ca or by phone at 613-992-4793.

For online account holders, you can manage your information directly in your account up to five (5) days before your guided tour.

Contact Us

For more information about this Privacy Notice, please contact the Library's Privacy Officer by email at LOPPrivBdP@parl.gc.ca or by phone at 613-992-4793.