

Data protection privacy notice (employment)

This notice explains what personal data (information) we hold about you, how we collect it, and how we use and may share data about you during your employment and after it ends. We are required to notify you of this information under data protection legislation. Please ensure that you read this notice (sometimes referred to as a 'privacy notice') and any other similar notice we may provide to you from time to time when we collect or process personal data about you.

Who collects the data

Hansells Solicitors is a 'controller' of personal data and gathers and uses certain data about you.

Data protection principles

We will comply with the data protection principles when gathering and using personal data, as set out in our data protection (employment) policy.

About the data we collect and hold

What data

Depending on your employment status, we may collect the following data during your employment:

Category of data	Employee	Worker	Independent contractor/consultant/volunteer/intern
Your name, personal and work contact details (ie address, home and mobile phone numbers, email addresses)	✓	✓	✓
Your emergency contacts (ie name, relationship and home and mobile phone numbers)	✓	✓	✓
Information collected during the recruitment process that we retain during your employment	✓	✓	✓
Employment contract information	✓	✓	

Details of salary and benefits	✓	✓	
Details of invoices/fees		✓	✓
Bank/building society details	✓	✓	✓
National Insurance contributions and tax information, date of birth	✓	✓	
Details of your spouse/partner and any dependants	✓	✓	
Your nationality and immigration status and information from related documents, such as your passport or other identification and immigration information	✓	✓	
Two forms of identification with at least one of those being photographic.	✓	✓	
Details of your pension arrangements, and all information included in these and necessary to implement and administer them	✓	✓	
Information regarding your fitness for work, and information in your sickness and absence records (including special category data regarding your physical and/or mental health)	✓	✓	
Your racial or ethnic origin, sex and sexual orientation, religious or similar beliefs	✓	✓	✓
Criminal records data, including the results of Disclosure and Barring Service (DBS) checks in a	✓	✓	

criminal records certificate (CRC) or enhanced criminal records certificate (ECRC)			
Information on grievances raised by or involving you (depending on the nature of the grievance this may include special category data)	✓	✓	
Information on conduct and/or other disciplinary issues involving you (depending on the nature of the issue this may include special category data)	✓	✓	
Details of your appraisals and performance reviews	✓	✓	
Details of your performance management/improvement plans (if any)	✓	✓	
Details of your time and attendance records	✓	✓	✓
Information regarding your work output	✓	✓	✓
Information in applications you make for other positions within our organisation	✓	✓	✓
Information about your use of our IT, communication and other systems, and other monitoring information	✓	✓	✓
Your image, in photographic and video form	✓	✓	✓

Details of your use of business-related social media, such as LinkedIn	✓	✓	✓
Your use of public social media (only in very limited circumstances, to check specific risks for specific functions within our organisation; you will be notified separately if this is to occur)	✓	✓	✓
Details in references about you that we give to others	✓	✓	✓

If, unusually, we process a category of data for a person who is in any of the above categories that is not that is not ticked, we will inform you at the time.

How we collect the data

We may collect this data from you, your head of department, your personnel records, the Home Office, pension administrators, your doctors, from medical and occupational health professionals we engage and from our insurance benefit administrators, the DBS, other employees, consultants and other professionals we may engage, eg to advise us generally and/or in relation to any grievance, conduct appraisal or performance review procedure, monitoring of our websites and other technical systems, such as our computer networks and connections, communications systems, remote access systems, , email and instant messaging systems, intranet and Internet facilities, telephones, voicemail, mobile phone records.

Why we collect the data and how we use it

We will typically collect and use this data for the following purposes (other purposes that may also apply are explained in our data protection policy):

- for the performance of a contract with you, or to take steps to enter into a contract;
- for compliance with a legal obligation (eg our obligations to you as your employer under employment protection and health safety legislation, and under statutory codes of practice, such as those issued by Acas);
- for the purposes of our legitimate interests or those of a third party (such as a benefits provider), but only if these are not overridden by your interests, rights or freedoms.
- because it is necessary for carrying out obligations or exercising rights in employment law;
- for reasons of substantial public interest (ie equality of opportunity or treatment, promoting or retaining racial and ethnic diversity at senior level, regulatory requirements; and
- to defend any legal claims that may be brought against us in connection with your employment, or to establish, bring or pursue any claim against you, eg to enforce post-termination

restrictions; this will typically involve passing data on to our legal advisers, who will be subject to strict professional and contractual duties of confidentiality.

Further information on the monitoring we undertake in the workplace and how we do this is available in our internet, email and communications policy available on the firms' intranet.

We seek to ensure that our data collection and processing is always proportionate. We will notify you of any material changes to data we collect or to the purposes for which we collect and process it.

How we may share the data

We may also need to share some of the above categories of personal data with other parties, such as external contractors and our professional advisers and with potential purchasers of some or all of our business or on a re-structuring. Usually, data will be anonymised, but this may not always be possible. The recipient of the data will be bound by confidentiality obligations. We may also be required to share some personal data with our regulators or as required to comply with the law.

How long we keep your data

We keep your data during and after your employment for no longer than is necessary for the purposes for which the personal data is processed. Further details on this are available in our data retention policy.

Your right to object to us processing your data

Where our processing of your data is based solely on our legitimate interests (or those of a third party), you have the right to object to that processing if you give us specific reasons why you are objecting, which are based on your particular situation. If you object, we can no longer process your data unless we can demonstrate legitimate grounds for the processing, which override your interests, rights and freedoms, or the processing is for the establishment, exercise or defence of legal claims.

Please contact our Data Protection Officer (DPO) who is Jane Stockings, they can be contacted by email and telephone number if you wish to object in this way.

Your rights to correct and access your data and to ask for it to be erased

Please contact our Data Protection Officer (DPO) who is Jane Stockings, they can be contacted by email and telephone number if (in accordance with applicable law) you would like to correct or request access to data that we hold relating to you or if you have any questions about this notice. You also have the right to ask our DPO for some but not all of the data we hold and process to be erased (the 'right to be forgotten') in certain circumstances. Our DPO will provide you with further information about the right to be forgotten, if you ask for it.

Keeping your personal data secure

We have appropriate security measures in place to prevent personal data from being accidentally lost, or used or accessed in an unauthorised way. We limit access to your personal data to those who have a genuine business need to know it. Those processing your data will do so only in an authorised manner and are subject to a duty of confidentiality.

We also have procedures in place to deal with any suspected data security breach. We will notify you and any applicable regulator of a suspected data security breach where we are legally required to do so.

How to complain

We hope that our Data Protection Officer can resolve any query or concern you raise about our use of your data. If not, contact the Information Commissioner at <https://ico.org.uk/make-a-complaint/> or telephone: 0303 123 1113 for further information about your rights and how to make a formal complaint.