



Quest Law Ltd
Delivering solutions that work

QUEST LAW PRIVACY INFORMATION NOTICE FOR CLIENT'S EMPLOYEES

In accordance with the General Data Protection Regulation (GDPR), Quest implemented this privacy notice to inform you, our client's employee, of the type of data we process about you. We also include within this notice the reasons for processing your data, the lawful basis upon which it is processed, how long we keep your data and your rights regarding your data.

This notice applies to current and former employees, workers and contractors of our clients about whom they seek our employment law or health and safety advice.

DATA PROTECTION COMPLIANCE

Our Data Protection Officer is Mr J Carbon who can be contacted via email: info@questlaw.co.uk or telephone: 0330 320 1475

DATA PROTECTION PRINCIPLES

Under GDPR, all personal data obtained and held by us must be processed according to a set of core principles. In accordance with these principles, we will ensure that:

- 1) Processing is fair, lawful and transparent;
- 2) Data is collected for specific, explicit, and legitimate purposes;
- 3) Data collected is adequate, relevant and limited to what is necessary for the purposes of processing;
- 4) Data is kept accurate and up to date. Data which is found to be inaccurate will be rectified or erased without delay;
- 5) Data is not kept for longer than is necessary for its given purpose;
- 6) Data is processed in a manner that ensures appropriate security of personal data including protection against unauthorised or unlawful processing, accidental loss, destruction, or damage by using appropriate technical or organisation measures; and
- 7) We comply with the relevant GDPR procedures for international transferring of personal data.

TYPES OF DATA HELD

We may keep several categories of personal data about you in order to carry out effective and efficient processes and to provide advice to your employer. We keep this data within our secure computer systems.

Specifically, we may hold the following types of data:

- 1) Personal details such as name, job title, age, salary, length of service, gender;
- 2) Information relating to your employment with your employer, including:
 - i. job title and job descriptions;
 - ii. your salary;
 - iii. your wider terms and conditions of employment;

- iv. details of formal and informal proceedings involving you such as letters of concern, disciplinary and grievance proceedings, your annual leave records, appraisal and performance information;
- v. internal and external training modules undertaken; and
- vi. information on time off from work including sickness absence, family related leave among others.

LAWFUL BASIS FOR PROCESSING

The law on data protection allows us to process your data for certain reasons only. We process your data for our legitimate interests in order to provide your employer with employment law or health and safety advice. We may also process personal data in connection with the establishment, exercise or defence of legal claims.

SPECIAL CATEGORIES OF DATA

We may collect special categories of data are data relating to your:

- 1) Health;
- 2) Sex;
- 3) Sexual orientation;
- 4) Race;
- 5) Ethnic origin;
- 6) Political opinion;
- 7) Religion;
- 8) Trade union membership; and
- 9) Genetic and biometric data.

We may carry out processing activities using special category data for the purposes of and or providing advice to your employer for the purposes of providing employment law and health and safety or other such legal areas by way of tendering advice to them via discharging their legal duties in a responsible manner.

Most commonly, we will process special categories of data when the following applies:

- 1) Where it is necessary for the purposes of carrying out the obligations and exercising specific rights in the field of employment;
- 2) Where it is necessary for the establishment, exercise or defence of legal claims;
- 3) We must process data for reasons of substantial public interest; and
- 4) You have already made the data public.

WHO WE SHARE YOUR DATA WITH

Employees within our company who have responsibility for the provision of employment law and health and safety advice will have access to your data which is relevant to their function. All employees with such responsibility have been trained in ensuring data is processing in line with GDPR.

We may share your data with third parties to comply with a legal obligation upon us. We will not share your data with bodies outside of the European Economic Area.

PROTECTING YOUR DATA

We are aware of the requirement to ensure your data is protected against accidental loss or disclosure, destruction and abuse. We have implemented processes to guard against such.

RETENTION PERIODS

We only keep your data for as long as we need it for, which will be at least for the duration of your employment or for such other legal reasons and in any event no longer than 7 years following termination of your contract or as per the Limitation Act 1980. This is to facilitate statutory requirements and the establishment, exercise of bringing or defending legal claims.

AUTOMATED DECISION MAKING

Automated decision-making means making decision about you using no human involvement e.g. using computerised filtering equipment. No decision will be made about you solely on the basis of automated decision making (where a decision is taken about you using an electronic system without human involvement) which has a significant impact on you.

INDIVIDUAL'S RIGHTS

You have the following rights in relation to the personal data we hold on you:

- 1) The right to be informed about the data we hold on you and what we do with it;
- 2) The right of access to the data we hold on you;
- 3) The right for any inaccuracies in the data we hold on you, however they come to light, to be corrected. This is also known as rectification;
- 4) The right to have data deleted in certain circumstances. This is also known as 'erasure;'
- 5) The right to restrict the processing of the data;
- 6) The right to transfer the data we hold on you to another party. This is also known as 'portability;'
- 7) The right to object to the inclusion of any information; and
- 8) The right to regulate any automated decision-making and profiling of personal data.

CONSENT

Where you have provided consent to our use of your data, you also have the right to withdraw that consent at any time. This means that we will stop processing your data.

MAKING A COMPLAINT

If you think your data rights have been breached, you are able to raise a complaint with us at first instance and in the alternative, to the Information Commissioner (ICO).

You can contact the ICO at:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

or by telephone on 0303 123 1113 (local rate) or 01625 545 745.