

## **Serve Legal Data Protection Privacy Notice - Visitors**

Serve Legal recognises its obligations under UK data protection laws, such as the Data Protection Act 2018 and the General Data Protection Regulation (GDPR) and will process personal data in accordance with the principles of these laws.

### **Personal Data Processed**

During your employment with Serve Legal we will collect and process the following type of personal data about you. Some of the information we process will be sensitive personal, or special categories of data as defined within UK data protection law. In respect of this data, we will only process it when necessary for maintaining your employment rights or fulfilling our obligations as an employer.

- Employee personnel information such as references, curriculum vitae, right to work information, proof of identify, bank account details, details of visits undertaken to enable you to be paid, expenses incurred during the visit, grievance and disciplinary information
- Details of accidents
- Photos
- Visit activity data

### **Purposes for which Personal Data is Processed**

Serve Legal will process your personal data for the following purposes:

- Recruitment
- Administration and management of employees
- Adhering to and monitoring compliance with employment and health and safety legislation
- Monitoring compliance with equality and anti-discrimination legislation
- To ensure employees have the appropriate skills and competencies to undertake their role
- Monitoring compliance to company policies and processes, e.g. acceptable use, access control
- Promotion of individuals work responsibilities
- Notification of individual visiting client site

In most instances Serve Legal will only process your personal data where you have given consent by completing the necessary form(s), or where the processing is necessary for Serve Legal to complete required tasks as your employer, whether related to the performance of your contract or a legal, regulatory or contractual obligation to which Serve Legal is subject to.

## **Collection and Retention of Personal Data**

Where possible forms will be used to collect your personal data, these forms (whether electronic or physical) shall only ask for information which is relevant to the purpose it is being collected, including those forms processed electronically.

All personal data processed will either be:

- Provided by yourself either directly to Serve Legal
- Provided by a third party, e.g. references
- Generated whilst working at Serve Legal based on duties, individual performance and visit attendance and use of systems

Your personal data will be stored on Serve Legal computer systems, including audit logs and on restricted folders, network drives and/or your personnel held within the Serve Legal Office. Personal data relating to employees will not be processed outside of the UK.

Personal data shall not be retained for longer than is required for the purpose for which it was collected, details of retention periods for personal data can be found within the Information Retention Schedule.

## **Disclosure of Personal Data**

Personal data relating to employment management will be disclosed to authorised members of staff only, which will include the Directors, Finance and Data Manager and your line manager/supervisor.

From time to time we may need to provide third parties with personal information relating to you, such as Serve Legal clients, this may include your age, photo, gender and audit history etc. However, this will only be so that we can accomplish the purposes described above and will only involve the minimum amount of information required to fulfil that purpose. We may also disclose your personal details if required to do so by law or any Government body.

## **Personal Data Accuracy**

To ensure that the information we have is up-to-date and accurate we will periodically ask you to review the information we hold; however, you must advise your line manager of any changes to your personal details so they can update your records accordingly.

## **Subject Rights**

Under UK data protection law, you have various rights, including the right of access to your personal data.

### **Subject Access**

You have the right to access personal data that is processed about you on the condition it is in scope of UK data protection law. If you wish to exercise this right you should make your request in writing to the Finance and Data Manager. We may need to clarify with you the

types of information you require and any particular date periods, where applicable, before we can comply with the request.

Serve Legal aims to comply with requests for access to personal information as quickly as possible, but will do so within one month of receiving the request or subsequent clarification from you.

Please note Serve Legal does not need to comply with a subject access request where it has received an identical or similar request from you unless a reasonable interval has elapsed between compliance with the original request and the current request.

## **Supervisory Authority**

You have the right to lodge a complaint with the local supervisory authority (SA) if you consider that the processing of your personal data infringes UK data protection law. The UK's SA is:

The Information Commissioner's Office  
Wycliffe House Water Lane, Wilmslow SK9 5AF  
Phone: 03031231113

For all other rights please refer to the Data Protection Policy.

## **Data Protection Officer**

For day to day matters relating to UK data protection law and for further information on the types of personal data held by Serve Legal, and the purposes for which it is processed please contact the Data Protection Officer.

Serve Legal's Data Protection Officer is Julian Sargeson.

## **Revision History**

<b>Issue Number</b>	<b>Date</b>	<b>Reason for Issue</b>	<b>Changed By:</b>
1.0	19/02/2018	Privacy notice for 'visitors'	JS
1.1	25/04/2018	Update to disclosure section	JS