



GDPR - 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 information 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 information about you.

Who collects the information

Waddington Legal Limited trading as Waddington Turner Wall Solicitors, Foster Law Solicitors and Michael Bower Equine Law ('Company') is a 'data controller' and gathers and uses certain information about you. Some of this information is also used by certain professional advisers or system providers, including:

- Stirk Lambert - Accountants
- Leap (previously Law Fusion) - Email and CMS providers
- Soda – IT providers
- Puddle Digital – digital marketing including the company website

and so, in this notice, references to 'we' or 'us' mean the Company and any third-party providers.

Data protection principles

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

About the information we collect and hold

The table set out in the Schedule summarises the information we collect and hold, how and why we do so, how we use it and with whom it may be shared.

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

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

Where information may be held

Information may be held at our offices and those of our group companies, and third-party agencies, service providers, representatives and agents as described above. We have security measures in place to seek to ensure that there is appropriate security for information we hold.

How long we keep your information

We keep your information during and after your employment for no longer than is necessary for the purposes for which the personal information is processed.

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

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

Keeping your personal information secure

We have appropriate security measures in place to prevent personal information from being accidentally lost, or used or accessed in an unauthorised way. We limit access to your personal information to those who have a genuine business need to know it. Those processing your information 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 information. If not, contact the Information Commissioner at ico.org.uk/concerns/ or telephone: 0303 123 1113 for further information about your rights and how to make a formal complaint.

**THE SCHEDULE
ABOUT THE INFORMATION WE COLLECT AND HOLD**

The information we collect	How we collect the information	Why we collect the information	How we use and may share the information
Your name, contact details (i.e. address, home and mobile phone numbers, email address) and emergency contacts (i.e. name, relationship and home and mobile phone numbers) <input type="checkbox"/>	From you	<ul style="list-style-type: none"> • To enter into/perform the employment contract • Legitimate interest: to maintain employment records and good employment practice 	<ul style="list-style-type: none"> • To enter into/perform the employment contract
Details of salary and benefits, bank/building society, National Insurance and tax information, your age <input type="checkbox"/>	From you	<ul style="list-style-type: none"> • To perform the employment contract including payment of salary and benefits • Legitimate interests: to maintain employment records and to comply with legal, regulatory and corporate governance obligations and good employment practice 	<ul style="list-style-type: none"> • To ensure you receive the correct pay and benefits • Information shared with our payroll administrators Stirk & Lambert and with HM Revenue & Customs (HMRC)
Details of your spouse/partner and any dependants <input type="checkbox"/>	From you	<ul style="list-style-type: none"> • To perform the employment contract including employment-related benefits, e.g. private medical insurance, life assurance and pension 	<ul style="list-style-type: none"> • To ensure you receive the correct pay and benefits • Information shared with our payroll administrators Stirk & Lambert and with HM Revenue & Customs (HMRC)
Your nationality and immigration status and information from related documents, such as your passport or other identification	From you and, where necessary, the Home Office	<ul style="list-style-type: none"> • To enter into/perform the employment contract • To comply with our legal obligations • Legitimate interest: to maintain employment 	<ul style="list-style-type: none"> • To carry out right to work checks • Information may be shared with the Home Office

and immigration information <input type="checkbox"/>		records	
A copy of your driving licence <input type="checkbox"/>	From you	<ul style="list-style-type: none"> To perform the employment contract To comply with our legal obligations To comply with the terms of our insurance 	<ul style="list-style-type: none"> To ensure that you have a clean driving licence Information may be shared with our insurer
Details of your pension arrangements, and all information included in these and necessary to implement and administer them <input type="checkbox"/>	From you, from our pension administrators Stirk Lambert/NEST and (where necessary) from your own pension fund administrators	<ul style="list-style-type: none"> To perform the employment contract including employment-related benefits To comply with our legal obligations Legitimate interests: to maintain employment records and to comply with legal, regulatory and corporate governance obligations and good employment practice 	<ul style="list-style-type: none"> To administer your pension benefits AND/OR To comply with our auto-enrolment pension obligations Information shared with our pension administrators and with HMRC
Information in your sickness and absence records (including sensitive personal information regarding your physical and/or mental health) <input type="checkbox"/>	From you, from your doctors, from medical and occupational health professionals we engage.	<ul style="list-style-type: none"> To perform the employment contract including employment-related benefits To comply with our legal obligations Legitimate interests: to maintain employment records and to comply with legal, regulatory and corporate governance obligations and good employment practice, to ensure safe working practices 	<ul style="list-style-type: none"> To maintain employment records, to administer sick pay entitlement, to follow our policies and to facilitate employment-related health and sickness benefits To comply with our legal obligations to you as your employer Information shared with your doctors, with medical and occupational health

			<p>professionals we engage.</p> <ul style="list-style-type: none"> • For further information, see * below
Your racial or ethnic origin, sex and sexual orientation, religious or similar beliefs	From you	<ul style="list-style-type: none"> • To comply with our legal obligations and for reasons of substantial public interest (equality of opportunity or treatment) 	<ul style="list-style-type: none"> • To comply with our equal opportunities monitoring obligations and to follow our policies • For further information, see * below
Criminal records information, including the results of Disclosure and Barring Service (DBS) checks <input type="checkbox"/>	From you and the DBS	<ul style="list-style-type: none"> • To perform the employment contract • To comply with our legal obligations • For reasons of substantial public interest (preventing or detecting unlawful acts, suspicion of terrorist financing or money laundering in the regulated sector and protecting the public against dishonesty) 	<ul style="list-style-type: none"> • To carry out statutory checks • Information shared with DBS and other regulatory authorities as required • For further information, see * below
Information on grievances raised by or involving you	From you, from other employees and from consultants we may engage in relation to the grievance procedure	<ul style="list-style-type: none"> • To perform the employment contract • To comply with our legal obligations • Legitimate interests: to maintain employment records and to comply with legal, regulatory and corporate governance obligations and good employment practice 	<ul style="list-style-type: none"> • For staff administration, to follow our policies and to deal with grievance matters • Information shared with relevant managers, HR personnel and with consultants we may engage
Information on conduct issues involving you	From you, from other employees and from consultants we	<ul style="list-style-type: none"> • To comply with our legal obligations • Legitimate interests: to maintain 	<ul style="list-style-type: none"> • For staff administration and assessments, to follow our

	may engage in relation to the conduct procedure	employment records and to comply with legal, regulatory and corporate governance obligations and good employment practice, to ensure safe working practices	<p>policies, to monitor staff performance and conduct and to deal with disciplinary and grievance matters</p> <ul style="list-style-type: none"> Information shared with relevant managers, HR personnel and with consultants we may engage
Details of your appraisals and performance reviews	From you, from other employees and from consultants we may engage in relation to the appraisal/performance review process	<ul style="list-style-type: none"> To comply with our legal obligations Legitimate interests: to maintain employment records and to comply with legal, regulatory and corporate governance obligations and good employment practice, to ensure safe working practices 	<ul style="list-style-type: none"> For staff administration and assessments, to follow our policies, to monitor staff performance and conduct and to deal with disciplinary and grievance matters Information shared with relevant managers, HR personnel and with consultants we may engage
Details of your performance management/improvement plans (if any)	From you, from other employees and from consultants we may engage in relation to the performance review process	<ul style="list-style-type: none"> To comply with our legal obligations Legitimate interests: to maintain employment records and to comply with legal, regulatory and corporate governance obligations and good employment practice, to ensure safe working practices 	<ul style="list-style-type: none"> For staff administration and assessments, to follow our policies and to monitor staff performance Information shared with relevant managers, HR personnel and

			with consultants we may engage
Details of your time and attendance records	From you and from the signing in book	<ul style="list-style-type: none"> To perform the employment contract Legitimate interest: to monitor and manage staff access to our systems and facilities and to record staff absences 	<ul style="list-style-type: none"> For payroll and staff administration and assessments, to follow our policies and to monitor staff performance and attendance Information shared with relevant managers, HR personnel and with consultants, and we may engage with our payroll administrators Stirk Lambert
Information in applications you make for other positions within our organisation	From you	<ul style="list-style-type: none"> To enter into/perform the employment contract To comply with our legal obligations Legitimate interests: to maintain employment records and to comply with legal, regulatory and corporate governance obligations and good employment practice 	<ul style="list-style-type: none"> To process the application Information shared with relevant managers, HR personnel and with consultants we may engage
Information about your use of our IT, communication and other systems	Automated monitoring of our websites and other technical systems, such as our computer networks and connections, CCTV and access control	<ul style="list-style-type: none"> Legitimate interests: to monitor and manage staff access to our systems and facilities to protect our networks, and personal data of employees and customers/clients, against unauthorised access or data 	<ul style="list-style-type: none"> To protect and carry out our legitimate interests (see adjacent column) Information shared with relevant managers, HR personnel and with

	<p>systems, communication systems, remote access systems, email and instant messaging systems, intranet and Internet facilities, telephones, voicemail, mobile phone records</p>	<p>leakage</p> <ul style="list-style-type: none"> • to ensure our business policies, such as those concerning security and internet use, are adhered to • for operational reasons, such as maintaining employment records, recording transactions, training and quality control • to ensure that commercially sensitive information is kept confidential • to check that restrictions on your activities that apply after your employment has ended (post-termination restrictions or restrictive covenants) are being complied with • for security vetting and investigating complaints and allegations of criminal offences • for statistical analysis • to prevent unauthorised access and modifications to our systems • as part of investigations by regulatory bodies, or in connection with legal proceedings or requests 	<p>consultants we may engage</p> <ul style="list-style-type: none"> • For further information, see ** below
<p>Details of your use of business-related social media, such as LinkedIn</p>	<p>From relevant websites and applications</p>	<ul style="list-style-type: none"> • Legitimate interests: • to monitor and manage staff access to our systems and facilities 	<ul style="list-style-type: none"> • To protect and carry out our legitimate interests (see adjacent column)

		<ul style="list-style-type: none"> • to protect our networks, and personal data of employees and customers/clients, against unauthorised access or data leakage • to ensure our business policies, such as those concerning security and internet use, are adhered to • for operational reasons, such as maintaining employment records, recording transactions, training and quality control • to ensure that commercially sensitive information is kept confidential • to check that restrictions on your activities that apply after your employment has ended (post-termination restrictions or restrictive covenants) are being complied with • for security vetting and investigating complaints and allegations of criminal offences • as part of investigations by regulatory bodies, or in connection with legal proceedings or requests 	<ul style="list-style-type: none"> • Information shared with relevant managers, HR personnel and with consultants we may engage • For further information, see ** below
Your use of public social media (only in very limited circumstances, to	From relevant websites and applications	<ul style="list-style-type: none"> • Legitimate interests: • to monitor and manage staff access to our systems and 	<ul style="list-style-type: none"> • To protect and carry out our legitimate interests (see

<p>check specific risks for specific functions within our organisation; you will be notified separately if this is to occur)</p>		<p>facilities</p> <ul style="list-style-type: none"> • to protect our networks, and personal data of employees and customers/clients, against unauthorised access or data leakage • to ensure our business policies, such as those concerning security and internet use, are adhered to • for operational reasons, such as maintaining employment records, recording transactions, training and quality control • to ensure that commercially sensitive information is kept confidential • to check that restrictions on your activities that apply after your employment has ended (post-termination restrictions or restrictive covenants) are being complied with • for security vetting and investigating complaints and allegations of criminal offences • as part of investigations by regulatory bodies, or in connection with legal proceedings or requests 	<p>adjacent column)</p> <ul style="list-style-type: none"> • Information shared with relevant managers, HR personnel and with consultants we may engage • For further information, see ** below
<p>Details in references about you that we give to others</p>	<p>From your personnel records, our</p>	<ul style="list-style-type: none"> • To perform the employment contract • To comply with our 	<ul style="list-style-type: none"> • To provide you with the relevant

	other employees	legal obligations <ul style="list-style-type: none"> • Legitimate interests: to maintain employment records and to comply with legal, regulatory and corporate governance obligations and good employment practice 	reference <ul style="list-style-type: none"> • To comply with legal/regulatory obligations • Information shared with relevant managers, HR personnel and the recipient(s) of the reference
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You are required (by law or under the terms of your contract of employment, or in order to enter into your contract of employment) to provide the categories of information marked '☐' above to us to enable us to verify your right to work and suitability for the position, to pay you, to provide you with your contractual benefits, such as and to administer statutory payments such as statutory sick pay (SSP). If you do not provide this information, we may not be able to employ you, to make these payments or provide these benefits.

* Further details on how we handle sensitive personal information and information relating to criminal convictions and offences are set out in our Data Protection Policy, available on the shared drive and via the HR Director.

** Further information on the monitoring we undertake in the workplace and how we do this is available in our policies and procedures and is available on the shared drive and via the HR Director.