



EDWIN THOMPSON EMPLOYEE PRIVACY POLICY

General Data Protection Regulation (GDPR)

What this privacy policy covers

Edwin Thompson are committed to protecting your privacy. In this notice, references to 'we', 'us' or 'our' mean both Edwin Thompson LLP and Edwin Thompson Property Services Ltd. This Privacy Policy explains how we collect and use the personal information about you and who we share it with.

Who we are

Edwin Thompson is a limited liability partnership No OC306442 and Edwin Thompson Property Services is a limited company No 07428207. The registered offices of both companies is 28 St Johns Street, Keswick, Cumbria, CA12 5AF. Edwin Thompson LLP and Edwin Thompson Property Services Ltd are data controllers under data protection legislation and are registered with the Information Commissioner's Office.

What we need

Edwin Thompson LLP and Edwin Thompson Property Services Ltd will be what's known as the 'Controller' of the personal data you provide to us. We collect basic personal data about you which may include special types of information on your health if this is a factor of your employment with us. This more typically includes your name, address, email, telephone numbers, your date and place of birth and your bank account details. The personal information you provide will be kept to a minimum and we will only keep what is relevant.

Why we need it

We only use your personal information if we have a legal basis for doing so, for example; for employment related purposes, to comply with our legal and regulatory obligations and for our legitimate interests. We need to know your basic personal data in order to provide you with your contract of employment, notice writing relevant to your employment with us and payment of your salary and expenses. We also collect a photograph and bio for the website to showcase staff. We will not collect any personal data from you we do not need in order to provide and oversee these services to you.

We sometimes need to store and process special types of information, usually health related, such as any physical requirements for the purposes of occupational health or if you have any special requirements for access or require any special office equipment of furniture during your time of employment.

What we do with it

All the personal data we process is processed by our staff or Partners in the UK but we may also share your information with reputable third parties who may provide us with HR advice and data processors such as payment providers and IT systems providers. Personal information may be stored electronically on servers within the European Economic Area but we do not envisage transferring personal information outside the EEA, and would only do so if the information is subject to the same protection and standards as the EEA.



We require third parties to comply strictly with our instructions and data protection laws and we will make sure that appropriate controls are in place where third parties have access to personal data. We enter into contracts with all our data processors and regularly monitor their activities to ensure they are complying with Edwin Thompson's policies and procedures.

If we sell any part of our business or integrate with another organisation your details may be disclosed to our advisers and to prospective purchasers or joint venture partners and their advisers. If this occurs the new owners of the business will only be permitted to use your information in the same way or similar way as set out in this privacy policy.

We take reasonable organisation and technical measures to protect your information against unauthorised access, modification or misuse. We use services provided by reputable security providers and your information is accessed on a needs-only basis.

We do not use your personal information for automated processing, including profiling.

How long we keep it

Your personal data will only be retained for as long as necessary for the purposes we collected it for, including satisfying any legal, accounting or reporting requirements. We may retain your personal information for longer than the period for which we employ you where we have statutory or regulatory obligations to do so, or where we may need to retain the information in case of a legal claim.

How we protect your information:

Edwin Thompson take the security and privacy of our employees personal information extremely seriously and we have strict internal procedures which cover the storage, access and disclosure of your information. Information may be held at our offices, in secure file storage or on secure servers and may also be held by third party agencies and service providers as described above. We have procedures to deal with any suspected personal data breach and will notify you and any applicable regulator of a breach where we are legally obliged to do so.

What are your rights?

You have the right to:

- a) Update us and have any inaccuracies in your data corrected. We would like you to keep us updated if the personal data we hold on you is inaccurate or incomplete.
- b) Request a copy of the personal information we hold about you.
- c) Request that we delete your personal information so it is erased from our records for the following reasons:
 - where we no longer need to use your personal information for the reasons we told you we collected it for,
 - where we needed your consent and you have subsequently withdrawn your consent,
 - you object to our use of your personal information and we have no reason to carry on handling your personal information,
 - our handling of your personal information has broken the law,
 - we must erase your personal information to comply with legal obligations.



d) Have the personal information we hold about you transferred to another organisation in a structured, standard machine readable format. However, we do not generally transfer personal information outside the EEA, unless the information is subject to the same protection and standards as the EEA.

If you wish to raise a complaint on how we have handled your personal data, you can contact a Partner in Edwin Thompson who will investigate the matter. If you are not satisfied with our response or believe we are processing your personal data not in accordance with the law you can complain to the Information Commissioner's Office (ICO). Their contact details are:

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

Tel: 0303 123 1113 or 01625 545745
Website: www.ico.gov.uk

Review of Edwin Thompson Employee Privacy Notice:

This Notice was last reviewed in May 2018. We may update the terms of the privacy notice any time and you will be provided with a copy.