

# **Privacy Notice (Employee Management)**

The **Data Controller** connected with this **Privacy Notice** is Barton Wyatt Ltd

## 1. Purpose

In this instance your data is being processed for the specific purpose of managing your employment.

## 2. Lawful Basis

The collection of your data for this purpose is under the **Lawful Basis** of Contract because we require to process this data in order manage your contract of employment with Barton Wyatt.

## 3. Information Collected

The personal data we will collect and process about you in connection with this purpose is:

- 3.1. Name
- 3.2. Address
- 3.3. Telephone number(s)
- 3.4. Email Address
- 3.5. Curriculum Vitae
- 3.6. Proof of ID
- 3.7. National Insurance number
- 3.8. Next of Kin
- 3.9. Bank Details (for salary payment)
- 3.10. Health Data – Sickness record

## 4. Retention

Under the **Lawful Basis** referenced in paragraph 2, your data will be retained until the date your employment ceases with the Company and then for a further 6 years thereafter, in accordance with CIPD advice.

## 5. Destruction

At the end of this retention period your data will be destroyed using an approved method unless prevented by Court order.

## 6. Data Sharing

Whilst we control your personal data we will need to share this data with the following parties, for the following purposes:

- 6.1. Parties whose details have been given to Barton Wyatt by the data subject for referencing purposes.
- 6.2. The Company's Bankers in order to pay employee's salary.
- 6.3. Providers of the Company's Employee Pension scheme, for the sole purpose of administering employee's pensions.
- 6.4. Human Resourcing advisers for the sole purpose of seeking professional advice, when necessary. The company does not retain a particular adviser in this regard. So, where data needs to be shared this can be advised as appropriate.
- 6.5. Onecom Ltd who provide Barton Wyatt with its IT services.

Where required, these data sharing activities are governed by appropriate data sharing agreements. These various data processors act under Barton Wyatt's control and are only permitted to use the personal data for the sole purpose for which it is shared with them.

## 7. Rights of the Data Subject

- 7.1. Under the General Data Protection Regulation, you, the Data Subject have certain rights regarding the control and processing of your personal data. Details regarding your rights can be found on the Information Commissioner's Office (ICO) [website](#).
- 7.2. Should you wish to contact Barton Wyatt in order to exercise any of these rights, please email the **Data Controller's** representative using the following email address: [data.protection@bartonwyatt.co.uk](mailto:data.protection@bartonwyatt.co.uk). Alternatively, please call 01344 843000 and ask to speak with James Wyatt.

## 8. Security

- 8.1. Recognising the importance of the personal data of employees, we endeavour to put in place appropriate organisational and technical measures to protect that data. These are reviewed by an independent third party.
- 8.2. Personal data we hold on electronic media is stored in secured servers located in the EEA.
- 8.3. Where data is held on paper, access is controlled, and files are secured in secure cabinets in a secured office.
- 8.4. **Data Subjects** should be aware that not all electronic communications are secure. We use Transport Layer Security (TLS) to encrypt and protect email traffic in line with government advice. However, if your email service does not support TLS, you should be aware that any emails we send or receive may not be protected in transit.
- 8.5. We will also monitor any emails sent to us, including file attachments, for viruses or malicious software. Please be aware that you have a responsibility to ensure that any email you send is within the bounds of the law.

## 9. Data Protection Concerns

Should you have any concerns regarding the way an organisation is processing your personal data, the ICO recommends that in the first instance you contact the organisation concerned. If the organisation does not address those concerns in an appropriate manner, you then have the option to escalate the issue to the ICO. If you wish to contact us because you have concerns about our use of your personal data, please contact us using the details provided in paragraph 7.2.

## 10. Updates

This Privacy Notice is kept under review and it is amended as appropriate. It was last updated on 1<sup>st</sup> June 2018.