

## Privacy Notice

Ask us HR Limited collects and processes personal data relating to our client's employees to be able to provide HR advice and support to our clients. We are committed to being transparent about how we collect and use that data and to meeting our data protection obligations.

### **What information do we collect?**

We may collect and process a range of information about your employees. This includes:

- your employee's name, address and contact details, including email address and telephone number, date of birth and gender;
- the terms and conditions of your employee's employment;
- details of your employee's qualifications, skills, experience and employment history, including start and end dates, with previous employers and with your company;
- information about your employee's remuneration, including entitlement to benefits such as pensions, expressions of wishes for death in service or insurance cover;
- details of your employee's bank account and national insurance number;
- information about your employee's marital status, next of kin, dependants and emergency contacts;
- information about your employee's nationality and entitlement to work in the UK;
- details of your employee's schedule (days of work and working hours) and attendance at work;
- details of periods of leave taken by your employees, including holiday, sickness absence, family leave and sabbaticals, and the reasons for the leave;
- details of any disciplinary or grievance procedures in which your employees have been involved, including any warnings issued to them and related correspondence;
- assessments of your employee's performance, including appraisals, performance reviews and ratings, training they have participated in, performance improvement plans and related correspondence;
- information about your employees medical or health conditions, including whether or not they have a disability for which Ask us HR Limited needs to advise on;
- details of accidents and incidents at work that your employees have been involved in;

We collect this information directly from you or your employees usually via email correspondence.

In some cases, we see information from criminal records checks or carry out criminal checks on your behalf where permitted by law.

### **Why does Ask us HR Limited process your employee's personal data?**

We need to process your employee's data to enter into a business contract with you. For example, we need to understand your employee's contractual terms when providing you with sound employment law advice, to ensure that you are complying with your legal obligations and giving your employees what they are entitled to.

We also need it to:

- run recruitment and promotion processes on your behalf;
- assist you in maintaining accurate and up-to-date employment records and records of employee contractual and statutory rights;
- assist you to operate and keep a record of disciplinary and grievance processes, to advise you on how to ensure acceptable conduct within the workplace;

- assist you to operate and keep a record of employee performance and related processes, to help you plan for career development, and for succession planning and workforce management purposes;
- assist you to operate and keep a record of absence and absence management procedures, to allow effective workforce management and to ensure that your employees are receiving the pay or other benefits to which they are entitled;
- assist you in obtaining occupational health advice, to help you comply with your duties in relation to individuals with disabilities, meet your obligations under health and safety law, and ensure that your employees are receiving the pay or other benefits to which they are entitled;
- assist you to operate and keep a record of other types of leave (including maternity, paternity, adoption, parental and shared parental leave), to allow effective workforce management, to ensure that you comply with your duties in relation to leave entitlement, and to ensure that your employees are receiving the pay or other benefits to which they are entitled;
- assist you to respond to and defend against legal claims; and
- advise you how to maintain and promote equality in the workplace.

In other cases, we have a legitimate interest in using your personal data before, during and after the end of the business relationship to send you our newsletter which brings you up to date with changes to employment law or special offers to assist you when new legislation or best practise comes out.

#### **Who has access to your employee's personal data?**

Kate Saunders and Alicia Coates, both Partners at Ask us HR Limited are the only people who have access to your employee's data, unless we engage a third party to assist; for example, note taking at meetings or specialist trainers/coaches.

We will not transfer your employee's data to countries outside the European Economic Area.

#### **How does Ask us HR Limited protect data?**

We take the security of your employee's data seriously. We try to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed by anyone else apart from us.

Paper data is stored in a locked filing cabinet in our offices and electronic data is kept on our PCs and in our Office 365 cloud system which is encrypted. We also use Office 365 to send emails.

To enable us to run our IT systems efficiently we may use a third-party provider. They will sign a data processing agreement in line with GDPR.

Where we engage third parties to process your employee's personal data on our behalf, they do so on the basis of written instructions, are under a duty of confidentiality and are obliged to implement appropriate technical and organisational measures to ensure the security of data.

#### **For how long does Ask us HR Limited keep data?**

We will hold your employee's personal data for 6 years after the end of our terms of engagement for the purposes of assisting you (and us) to defend yourselves against legal claims.