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## **Our Commitment to Your Privacy**

In accordance with the General Data Protection Regulations (GDPR), we have implemented this privacy notice to inform you of how we collect, store, and handle your personal data. We also include within this notice the reasons for processing your data, the lawful basis that permits us to process it, how long we keep your data for and your rights regarding your data.

This notice applies to current and former personnel and workers.

### **1.0 About Jackson Rowe**

- 1.1.** Jackson Rowe Associates Ltd Registered Nr. 05977809, Jackson Rowe Advisory Ltd Registered Nr. 10428438 and Jackson Rowe Employment & Skills Ltd Registered Nr. 10672280 (all trading as Jackson Rowe) are registered at Harley House, Brooklands Park, Farningham Road, Crowborough, East Sussex TN6 2JD and listed on the Information Commissioner's register of data controllers.

### **2.0 Data Protection Principles**

- 2.1.** Under GDPR, all personal data obtained and held by us must be processed according to a set of core principles. In accordance with these principles, we will ensure that:
1. processing is fair, lawful, and transparent;
  2. data is collected for specific, explicit, and legitimate purposes;
  3. data collected is adequate, relevant, and limited to what is necessary for the purposes of processing;
  4. data is kept accurate and up to date - data which is found to be inaccurate will be rectified or erased without delay;
  5. data is not kept for longer than is necessary for its given purpose;
  6. data is processed in a manner that ensures appropriate security of personal data, including protection against unauthorised or unlawful processing, accidental loss, destruction, or damage by using appropriate technical or organisation measures;
  7. we comply with the relevant GDPR procedures for international transferring of personal data.

### **3.0 Types of Data Held**

- 3.1.** We keep several categories of personal data on personnel files in order to carry out effective and efficient processes. We may keep this data in hard copy files, and we also hold the data within our computer systems, for example, our holiday booking system.
- 3.2.** Specifically, we hold the following types of data:
1. personal details such as name, address, telephone numbers;

2. name and contact details of your next of kin;
3. your photograph;
4. your gender, marital status, information of any disability you have or other medical information;
5. right to work documentation;
6. information of your race and religion for equality monitoring purposes;
7. information gathered via the recruitment process such as that entered into a CV or included in a CV cover letter;
8. references from former employers;
9. details of your education and employment history, etc;
10. National Insurance number;
11. bank account details;
12. tax code;
13. driving licence;
14. criminal convictions;
15. information relating to your employment with us, including:
  - your job title and job description;
  - your salary;
  - your wider terms and conditions of employment;
  - details of formal and informal proceedings involving you such as letters of concern, disciplinary and grievance proceedings, your annual leave records, appraisal, and performance information;
  - internal and external training modules taken;
  - information on time off from work including sickness absence, family related leave, etc;
16. IT equipment including telephones and internet access.

#### **4.0 Collecting Your Data**

- 4.1. You provide several pieces of data to us directly during the recruitment period and subsequently upon the start of your employment.
- 4.2. In some cases, we will collect data about you from third parties, such as employment agencies, former employers when gathering references or credit reference agencies.
- 4.3. Personal data is kept in files or within our HR and IT systems.

#### **5.0 Lawful Basis for Processing**

- 5.1. The law on data protection allows us to process your data for certain reasons only. In the main, we process your data in order to comply with a legal requirement or in order to effectively manage the employment contract we have with you, including ensuring you are paid correctly.
- 5.2. The information below categorises the types of data processing we undertake and the lawful basis we rely on.

<b>Activity Requiring Your Data</b>	<b>Lawful Basis</b>
Provide you with information you have requested in relation to a proposed commission.	Our legitimate interests
Making decisions about who to enter into a contract with.	Our legitimate interests
Carry out efficient administration of the contract that we have entered into, e.g. using your name, contact details, etc.	Performance of the contract
Administering financial processes e.g. the issue of invoices or	Performance of the

making payments.	contract
Business planning and restructuring exercises.	Our legitimate interests
Making you aware of events.	Our legitimate interests
Preventing fraud.	Our legitimate interests
Dealing with legal claims made against us.	Our legitimate interests
Ensuring our administrative and IT systems are secure and robust against unauthorised access.	Our legitimate interests

## **6.0 Special Categories of Data**

**6.1.** Special categories of data are data relating to your:

1. health
2. sex life
3. sexual orientation
4. race
5. ethnic origin
6. political opinion
7. religion
8. trade union membership
9. genetic and biometric data.

**6.2.** Most commonly, we will process special categories of data when the following applies:

1. we must process the data in order to carry out our legal obligations;
2. we must process data for reasons of substantial public interest;
3. you have given explicit consent to the processing;
4. you have already made the data public.

## **7.0 Failure to Provide Data**

**7.1.** Your failure to provide us with data may mean that we are unable to fulfil our requirements for entering into a contract with you or perform the contract that we have entered into.

## **8.0 Criminal Conviction Data**

**8.1.** We will only collect criminal conviction data where it is appropriate given the nature of your role and where the law permits us. This data will usually be collected at the recruitment stage; however, it may also be collected during your employment. We use criminal conviction data to determine your suitability, or your continued suitability for the role. We rely on the lawful basis of Legitimate Interest to process this data.

## **9.0 Who We Share Your Data With**

**9.1.** Personnel within our company who have responsibility for recruitment, administration of payment and contractual benefits and the carrying out of performance related procedures will have access to your data which is relevant to their function. All personnel with such responsibility have been trained in ensuring data is processing in line with GDPR.

**9.2.** Data is shared with third parties for the following reasons:

1. to ensure efficient administration of our business relationship(s and/or contract(s) with you;
2. for event administration.

- 9.3.** We may also share your data with third parties as part of a Company sale or restructure, or for other reasons to comply with a legal obligation upon us. We have a data processing agreement in place with such third parties to ensure data is not compromised. Third parties must implement appropriate technical and organisational measures to ensure the security of your data.
- 9.4.** We do not share your data with bodies outside of the European Economic Area.
- 9.5.** Should there, however, be a requirement for us to share your data with a body outside of the European Economic Area we will put the following measures in place to ensure that your data is transferred securely and that the bodies who receive the data that we have transfer process it in a way required by EU and UK data protection laws:
1. we will review the level of risk involved in transferring the data
  2. if the level of risk is considered to be significant we will ensure:
    - that the country has an adequate level of data protection.
    - we will review the security measures taken by the person or organisation who will be in receipt of the personal data in respect of personal data and if necessary we will use a contract to ensure adequate data protection.
  3. Any laptop or other electronic device taken abroad will be kept secure at all times and will be encrypted.

## **10.0 Protecting Your Data**

- 10.1.** We are aware of the requirement to ensure your data is protected against accidental loss or disclosure, destruction, and abuse. We have implemented processes to guard against such.

## **11.0 Retention Periods**

- 11.1.** We only keep your data for as long as we need it for, which, will be at least for the duration of your contract with us though in some cases we will keep your data for a period after your employment has ended. Some data retention periods are set by the law. Retention periods can vary depending on why we need your data, as set out below:

<b>Record</b>	<b>Recommended Retention Period</b>
Accounting.	6 years
Income Tax, NI Returns, HMRC Correspondence.	6 years
Assessments under health & safety regulations and records of consultations with safety representatives and committees.	Permanently
HMRC approvals.	Permanently
Money purchase details.	6 years after transfer or value taken
Project files.	6 years after end of project
Project files (including design element)	12 years after end of project
Events.	6 years after event

## **12.0 Automated Decision Making**

- 12.1.** Automated decision-making means making decision about you using no human involvement e.g. using computerised filtering equipment.
- 12.2.** No decision will be made about you solely on the basis of automated decision making (where a

decision is taken about you using an electronic system without human involvement) which has a significant impact on you.

### **13.0 Your Rights**

**13.1.** You have the following rights in relation to the personal data we hold on you:

1. the right to be informed about the data we hold on you and what we do with it;
2. the right of access to the data we hold on you. More information on this can be found in our separate **Subject Access Request Policy (JR1-980 Policy 05)**;
3. the right for any inaccuracies in the data we hold on you, however they come to light, to be corrected. This is also known as 'rectification';
4. the right to have data deleted in certain circumstances. This is also known as 'erasure'
5. the right to restrict the processing of the data;
6. the right to transfer the data we hold on you to another party. This is also known as 'portability';
7. the right to object to the inclusion of any information;
8. the right to regulate any automated decision-making and profiling of personal data.

**13.2.** More information can be found on each of these rights in our separate policy Your Rights in Relation to Your Data (JR1-980 Policy 04).

**13.3.** If you wish to exercise any of these rights please contact [data.protection@jackson-rowe.com](mailto:data.protection@jackson-rowe.com).

### **14.0 Consent**

**14.1.** Where you have provided consent to our use of your data, you also have the right to withdraw that consent at any time. This means that we will stop processing your data.

### **15.0 Making a Complaint**

**15.1.** If you think your data rights have been breached, you are able to raise a complaint with the Information Commissioner (ICO). You can contact the ICO at Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF or by telephone on 0303 123 1113 (local rate) or 01625 545 745.

### **16.0 Data Protection Compliance**

**16.1.** Our appointed Compliance Officer in respect of our data protection activities is Naomi Jeffery, who may be contacted at [data.protection@jackson-rowe.com](mailto:data.protection@jackson-rowe.com) or by calling 01892 667476.