



## Human Resource Privacy Notice

Gladstones Solicitors are a Data Controller in terms of the General Data Protection Regulations (GDPR), and registered with the Information Commissioner, under Registration Number Z2712000.

<https://ico.org.uk/ESDWebPages/Entry/Z2712022>

Gladstones Solicitors are authorised and regulated by the Solicitors Regulation Authority, under ID Number 559050.

<https://www.sra.org.uk/consumers/register/organisation/?sraNumber=559050>

Gladstones Solicitors are highly committed to the security of processing personal data.

### What information do we hold about you?

Gladstones processes and holds both personal data and special category personal data (also known as sensitive data) for individuals under the General Data Protection Regulations (GDPR) and the Data Protection Act 2018.

#### Personal Data

Personal data/information relating to an individual, who can be identified from that data/information. For example;

- Name (forename/middle name/surname)
- Address (current and previous)
- Date of Birth
- Contact telephone number(s)
- Email Address

### Special Category Personal Data

Special Category personal data, also known as sensitive data, relates to;

- Racial or ethnic origin
- Political opinions
- Religious or philosophical beliefs
- Trade union membership
- Genetic data
- Biometric data
- Data concerning health
- Data concerning sex life or sexual orientation
- Criminal convictions

### Why do we process your information and what is the legal basis for doing so?

We process and hold information for a number of purposes, namely;

- Compliance with Legal Obligations  
For example; processing the payroll, and administering the workplace pension
- For the Performance of a Contract (Employment Contract)  
Managing Human Resources processes, for example;
  - Recruitment
  - Payment of salaries and pension
  - Monitoring performance, training and development
  - Welfare and wellbeing
  - Detection and prevention of crime
  - Maintaining contact with current, previous and prospective

We also process special category information, for a number of purposes, namely;

- Compliance with Legal Obligations  
Such as making statutory filings with Government Bodies (HM Revenue and Customs or the Pension Regulator)
- For the Performance of a Contract (Employment Contract)  
Managing Human Resources processes, for example;
  - Recruitment
  - Welfare and wellbeing
  - Managing safe working environments
  - Managing obligations under the Equality and Diversity Act
  - Managing absence and sickness
  - Managing maternity and paternity

### Who might we share information with?

Gladstones will share your personal data with third parties, who undertake services on behalf of the firm, based on a legal compliance and for the performance of the employment contract. For example; payroll provider, accountant, pension provider, insurer.

In addition, there will be the disclosure of your data if this firm is subject to a Government or Regulatory Audit, for example from HM Revenue and Customs or our Regulator, the Solicitors Regulation Authority.

During the recruitment process, when a conditional offer of employment has been made to you, following your declaration to allow a Disclosure and Barring Service check to be made, and having provided the relevant identification documents, we will provide your information to the third party provider, to fulfil their obligations in carrying out that check

This check will reveal any unspent criminal convictions, and this data is processed in accordance with our legal and compliance obligations.

When a conditional offer is made, we will also contact your nominated referees, with the information you provided to us within your application, to obtain the references.

Where, during the course of employment, a placement or secondment is to take place, we will share the relevant data to another entity in order to facilitate the placement or secondment, under the performance of your employment contract.

We will also share your special category data, during the course of employment, but only when one of the following is met;

- The processing is necessary to protect your vital interests or another's vital interest (for example a medical emergency)
- The processing is necessary for the detection/prevention of crime or the information has been requested by law enforcement
- A Court Order is served
- The processing is necessary to meet a legal and/or regulatory obligation

#### Who may provide your information to us?

When advertising a current vacancy at our firm, if you have registered with a Recruitment Agent or Apprenticeship Provider, your data may be provided to us by that Agent, if they deem you appropriate to be considered for the firm's vacancy.

When advertising for vacancies, we have the ability, through employment/recruitment platforms, to access your information, when key criteria has been entered by us.

Your information collected by such websites will be processed in accordance with their Privacy Notices.

The current recruitment platform we utilise is;

- Indeed

We encourage you to consider their Privacy Notice.

#### How long do we hold your information?

For the purposes of our legal and regulatory obligations, we retain your information for a 6 year period, following the conclusion of your employment with the firm. This includes all data obtained during the course of your employment with the firm.

With regards to unsuccessful candidates, for legal and regulatory obligations, we retain your data for a period of 6 months, from the date of your application to the firm. This includes all data obtained during the assessment and interview process.

At the end of the retention periods, data, in all formats will be destroyed securely.

### How can you access the information we hold about you?

All data subjects, with regards to personal data, have the following rights;

- The right to information and access of personal data
- The right to rectification
- The right to erasure, also known as “the right to be forgotten”
- The right to the restriction of processing
- The right to data portability
- The right to object to processing
- Rights in relation to automated decision making and profiling

Further information on the rights available to data subjects can be found on the website of The Information Commissioner; [www.ico.org.uk](http://www.ico.org.uk)

Any request for access to personal information we are processing can be made to our Data Protection Department;

Gladstones Solicitors Limited  
Unit B  
1<sup>st</sup> Floor  
210 Cygnet Court  
Centre Park  
Warrington  
WA1 1PP

[DataProtectionOfficer@gladstonessolicitors.co.uk](mailto:DataProtectionOfficer@gladstonessolicitors.co.uk)

We will provide all information that you are entitled to under the subject access provisions, promptly, without delay and within the statutory time frame. There is no charge for providing you with this information.

### How can you request rectification of your information?

The accurate of data is very important to us.

Any request to rectify inaccurate or incomplete data we hold can be made to our Data Protection Department;

Gladstones Solicitors Limited  
Unit B  
1<sup>st</sup> Floor  
210 Cygnet Court  
Centre Park  
Warrington  
WA1 1PP

[DataProtectionOfficer@gladstonessolicitors.co.uk](mailto:DataProtectionOfficer@gladstonessolicitors.co.uk)

We will inform you promptly, without delay and within the statutory time frame if the rectification has been carried out, or refused. We will always inform any third party with whom we have shared the data with, of any rectification carried out, where applicable.

When the accuracy of information is contested, you have the right to request a restriction of processing of your information.

**Important**

**In some circumstances we may need identification documents from you in order to carry out this request.**

How can you request the erasure of your information?

Any request to have information held by this firm erased can be made to our Data Protection Department;

Gladstones Solicitors Limited  
Unit B  
1<sup>st</sup> Floor  
210 Cygnet Court  
Centre Park  
Warrington  
WA1 1PP

[DataProtectionOfficer@gladstonessolicitors.co.uk](mailto:DataProtectionOfficer@gladstonessolicitors.co.uk)

We will inform you promptly, without delay and within the statutory time frame if the erasure has been carried out, or refused.

**Important**

**Please be aware of the basis in which we process your personal data, as this can result in an exemption of the request to erase data, where the processing or retention is necessary.**

How can you make a data portability request?

Any request to receive your information to re-use the same for a third party can be made to our Data Protection Department;

Gladstones Solicitors Limited  
Unit B  
1<sup>st</sup> Floor  
210 Cygnet Court  
Centre Park  
Warrington  
WA1 1PP

[DataProtectionOfficer@gladstonessolicitors.co.uk](mailto:DataProtectionOfficer@gladstonessolicitors.co.uk)

We will provide the information provided to us by you in a commonly used format, promptly, without delay and within the statutory time frame.

#### How can you request to object to the processing of your information?

Any request to object to your information being processed can be made to our Data Protection Department;

Gladstones Solicitors Limited  
Unit B  
1<sup>st</sup> Floor  
210 Cygnet Court  
Centre Park  
Warrington  
WA1 1PP

[DataProtectionOfficer@gladstonessolicitors.co.uk](mailto:DataProtectionOfficer@gladstonessolicitors.co.uk)

We will inform you promptly, without delay and within the statutory time frame if the objection is upheld, or refused.

#### How do we ensure the security of your information?

Gladstones safeguards all personal data, in a number of ways;

- A strong firm commitment to the protection of personal data
- Dedicated Data Protection Department
- Access Controls
- Internal Policies and Procedures
- Encryption
- Password Protection
- Electronic Controls

*\*This list is not exhaustive*

Gladstones treat personal data with the upmost importance and take the security of data seriously at all times.

If you wish to make a complaint about the processing of your information or have concerns or questions about the processing of your information

Any complaint regarding the processing or retention of your personal data can be made to our Data Protection Department;

Gladstones Solicitors Limited  
Unit B  
1<sup>st</sup> Floor  
210 Cygnet Court  
Centre Park  
Warrington  
WA1 1PP

[DataProtectionOfficer@gladstonesolicitors.co.uk](mailto:DataProtectionOfficer@gladstonesolicitors.co.uk)

Should you wish to make a complaint regarding the processing or retention of your personal data by this firm, you can make a complaint to the Supervisory Authority;

The Information Commissioner (ICO)  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

0303 123 1113

[www.ico.org.uk](http://www.ico.org.uk)

#### The consequences of failing to provide requested information

It is important that we are provided with the necessary data for the performance of any contract with this firm.

Failing to provide the data we require, will result in the contract becoming frustrated.

#### Changes to this Privacy Statement

Our Privacy Notice is regularly reviewed

The Privacy Notice was last updated 12 August 2021