

Our Privacy Notice – your information, how we use it and your rights

You are employed by Sagars Accountants Ltd. References to 'we', 'us', 'the firm' or 'Sagars' in this Data Privacy Notice means Sagars Accountants Ltd. Sagars is part of a wider group (the AAB Group).

This privacy notice explains how Sagars use the information we collect about you to manage the employment relationship. It contains important information about what personal details we collect; what we do with that information; who we may share it with and why; and your choices and rights when it comes to the personal information you have given us.

How the law protects you

Data Protection law says that we are allowed to use personal information only if we have a proper reason to do so. This includes sharing it outside the firm. The reasons we collect and use your data are:

- To enter into an employment contract with you and meet our obligations under this contract.
- When we have a legal duty– to obey laws and regulations that apply to us, for example to deduct tax.
- When it's in the legitimate interest of the firm or of a third party – to run our business in an efficient and proper way.
- When you consent to it – when you give us your personal information to use for specific purposes.

What personal data do we process?

The firm collects and processes a range of information about you. This includes:

- Your name, address and contact details, including email address and telephone number, date of birth and gender/ preferred title
- Details of your qualifications, skills, professional memberships, experience and employment history, including start and end dates, with previous employers and the firm
- Information about your remuneration, including entitlement to benefits such as pensions
- Details of your bank account and National Insurance number
- Information about your marital status, next of kin, dependants and emergency contacts
- Information about your nationality and entitlement to work in the UK
- Information about medical or health conditions, including whether or not you have a disability for which the organisation needs to make reasonable adjustments
- Criminal offence data relevant to our status as a regulated professional services firm
- Visual images collected via closed circuit television (CCTV) located on our premises.

Where does your personal data come from?

The firm collects this information in a variety of ways. For example, data is collected through application forms, CVs; obtained from your passport or other identity documents such as your driving licence; from forms completed by you at the start of or during employment (such as benefit nomination forms); from correspondence with you; or through interviews, meetings or other assessments.

How do we look after your information?

We limit the amount of personal data collected to what is required to fulfil our obligations to you. We restrict, secure and control all of our information assets against unauthorised access, damage, loss or destruction: whether physical or electronic. We retain personal data only for the required timeframe to meet legal requirements and fulfil our obligations as an employer. With your assistance we try to maintain the accuracy of your personal data.

How will we use the information about you?

We will collect and use your information only where:

- it's necessary to allow us to fulfil our obligations under your contract of employment
- you have given us your permission (consent) eg when you agree for us to collect certain personal data for specific purposes
- it's necessary for us to meet our legal or regulatory obligations – to obey laws and regulations that apply to us.

We may share your data with these organisations to provide you with benefits or services that form part of your contract of employment:

- The firm's group personal pension plan provider
- HMRC
- Our healthcare and dental benefit providers
- Our death-in-service insurance provider
- Our occupational health/wellness service provider
- Training providers and professional institutes
- Companies we choose to support the delivery of the payroll
- Law enforcement for the prevention and detection of crime

We periodically check that these third parties have appropriate safeguards in place to protect your data and that they are compliant with Data Protection Regulations.

In other cases, the firm has a legitimate interest in processing personal data before, during and after the end of the employment relationship. Processing employee data allows the organisation to:

- maintain accurate and up-to-date employment records and contact details (including details of who to contact in the event of an emergency), and records of employee contractual and statutory rights
- ensure effective HR and business administration
- manage recruitment, selection and career progression processes
- provide references on request for current or former employees
- respond to and defend against legal claims; and
- maintain and promote equality in the workplace.

Some special categories of personal data, such as information about health or medical conditions, is processed to carry out employment law obligations (such as those in relation to employees with disabilities and for health and safety purposes).

Access to your information and correction

The accuracy of your information is important and we will update information as appropriate. If you change your contact information, please let Cashiers know immediately.

You have a number of specific rights, these are summarised below:

- **Access** – You may ask for a copy of the information we hold about you and we will provide this within one month of receipt free of charge (we may charge a fee for subsequent or duplicate requests).
- **Rectification** - You may ask us to correct any information that we hold that is inaccurate or incomplete.
- **Erasure** – You may ask us to delete or cease processing data in certain situations. Please note that we will have regulatory obligations to retain information for certain time periods and we will retain such information as we believe is necessary to fulfil these obligations.
- **Restrict processing** – You may ask us to cease processing information. This means that we will be able to retain it but no longer act upon it.
- **Portability** – You may have the right to have your data transferred to another service provider in an appropriate electronic format. Please note that we will have regulatory obligations to retain copies of the information as outlined previously.
- **Objection** – You may have the right to object to us processing information or using it for marketing purposes.

This is a brief summary of your rights and there may be restrictions on some of them. If you wish to explore any of these rights at any time please contact a Partner.

What if you do not provide personal data?

You have some obligations under your employment contract to provide the firm with data. In particular, you are required to report absences from work and may be required to provide information about disciplinary or other matters under the implied duty of good faith. You may also have to provide the organisation with data in order to exercise your statutory rights, such as in relation to statutory leave entitlements. Failing to provide the data may mean that you are unable to exercise your statutory rights.

Certain information, such as contact details, your right to work in the UK and payment details, have to be provided to enable the organisation to enter a contract of employment with you. If you do not provide other information, this will hinder the firm's ability to administer the rights and obligations arising as a result of the employment relationship efficiently.

Changes to our privacy notice

We keep our privacy notice under regular review and as a team member you will be notified of any updates. The most up to date version of our privacy notice is available in the recruitment section of our website or in the employment section on the Intranet (for team members).

How to contact us

Please contact a Partner if you have any questions about our privacy notice or information we hold about you.

Please let us know if you believe we are not holding your information correctly, if you are unhappy with how we have used your personal information or have any questions about our privacy notice or information we hold about you Our Data Protection Officer is Ali Jones who can be contacted at: a.jones@sagars.co.uk or at Gresham House, 5-7 St Pauls St, Leeds, LS1 2JG.

You also have the right to complain to the Information Commissioners Office. You can do this:

- via their website <https://ico.org.uk/concerns>
- In writing to:
Information Commissioner's Office Wycliffe House Water Lane Wilmslow Cheshire SK9 5AF
- by telephone: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number