

## **HR PRIVACY NOTICE: Further Information**

This document should be read in conjunction with the HR Privacy Notice, and the Inn's other Data Protection policies and notices which can be viewed on the Inn's website: <https://www.middletemple.org.uk/about-us/data-protection>.

This document provides additional, detailed information about the personal data that the Inn uses in relation to HR activities.

If you would like more information please contact the Inn's Data Protection Officer at [data.protection@middletemple.org.uk](mailto:data.protection@middletemple.org.uk)

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## **SCHEDULE 1: Categories of personal data**

The following list details the categories of personal data that the Inn may collect and hold on staff and applicants.

### Personal information

- Your name
- Photograph
- Employee user name
- Staff ID number
- Date of birth
- Gender
- Nationality
- National insurance (NI) number
- Copies of documentation proving your right to work such as your passport or visa
- Contact details, including address, email address and phone number
- Driving licence information if relevant to the role

### Job information

- Your role title and department
- Work related contact details
- Your application form(s) and evaluative notes and discussions from job interviews
- Information about your employment contract such as:
  - Start date/s
  - Hours
  - Contract type
  - Salary
- Information about any benefits you have received such as:
  - Pensions
  - Private healthcare
  - Season ticket and other loan records
- Details of periods of leave taken by you, including:
  - Holiday
  - Sickness absence
  - Family leave
  - Sabbaticals
- Your bank details for pay and expenses purposes
- Job termination details

### Performance information

- Assessments of your performance, including:
  - Appraisals
  - Performance reviews and ratings and associated feedback
  - Training you have participated in
  - Performance improvement plans
  - Promotions
  - Bonuses
- Details of any disciplinary or grievance procedures in which you have been involved, including:
  - Any warnings issued to you and related correspondence

### Education and work history

- Details of your:
  - Qualifications
  - Skills
  - Experience
  - Employment history
- References given and received
- Curriculum Vitae (CV) or resume and professional profile

### Information about your family, lifestyle or social circumstances

In certain circumstances we will also hold limited information about your spouse, partner, or civil partner, or other individuals. This is collected, for example, where you name them as an emergency contact or where shared parental leave is requested.

### Your image

When this has been captured on the Inn's CCTV cameras.

### Basic information about your activities in the Inn

Including use of information and communication systems, such as access times from signing in and out of buildings and swipe card access, or an IP address if you access information from a device, or usage records for systems. The Inn keeps a record of staff signing in and out of the Inn for health and safety purposes, in case they are needed in the event of an evacuation or for contact tracing during the COVID-19 pandemic.

### Special category data

The Inn may also process some kinds of more sensitive information about you that is classed as 'special category' data, and which receives additional protections under law, and in terms of our processing of it.

This includes data about:

- Health, medical conditions or disabilities, including occupational health requirements, accident reports, day-to-day health concerns that the Inn needs to be aware of (such as diabetes or epilepsy conditions) and reasons for any short or long term absence
- Religion or beliefs
- Ethnicity
- Political opinions
- Sexual orientation
- Trade union affiliations, where applicable.

For certain roles, we are required to seek information about past criminal convictions, and/or your fitness to practise in certain regulated professions.

## SCHEDULE 2: Summary HR Data Retention Schedule

The following table provides a summary of the records containing personal data in the HR records retention and disposal schedule. The full schedule is available on the Inn's Inn-tranet or upon request from the Data Protection Officer.

Class Code	Record	Retention Period
<b>HR2</b>	<b>Recruitment</b>	
HR2.4	Enquiries about vacancies and requests for information.	Keep for 1 year after completion of recruitment process, then destroy.
HR2.6	Short listing information.	Keep for 1 year after completion of recruitment process, then destroy.
HR2.7	Applications for vacancies: unsuccessful applications. Including application forms, CVs, references, interview notes, correspondence and related papers.	Keep for 1 year after completion of recruitment process, then destroy.
HR2.8	Applications for vacancies: successful applications. Including application forms, CVs, references, interview notes, offer, acceptance letters, correspondence.	Transfer to main personnel file.
HR2.9	Unsolicited applications for employment.	Keep for 1 year from date received, then destroy.
HR2.10	Job evaluation exercises.	Keep for 10 years after end of exercise, then destroy.
Class Code	Record	Retention Period
<b>HR3</b>	<b>Employment and career</b>	
HR3.1.1	Personnel record summary information. Including name, date of birth, appointment details for each employee.	Kept in the Inn's archive for permanent preservation.
HR3.1.2	Current basic personal details. Records containing an employee's current basic personal details e.g. address, next of kin, emergency contacts.	Destroy immediately when superseded. Keep final version for 75 years after termination of employment, then destroy. Emergency contacts to be destroyed immediately at end of employment.
HR3.1.3	Personnel files for staff other than senior executives. Including application form/CV, references, letter of appointment, contract of employment, terms and conditions & changes to them, equal opportunities monitoring information, job description and person specification, pension opt in/out information, promotion information, letter of resignation/termination of contract.	Keep for 6 years after termination of employment, then destroy.
HR3.1.4	Senior executive's personnel files. For employees on a senior management team or equivalent. Records as above.	Transfer to archives at termination of employment for permanent preservation for historical purposes.
HR3.1.5	References provided by the Inn.	Keep for 1 year from provision of reference, then destroy.
HR3.3.1	Contractual holiday entitlement.	Keep for 2 years from end of leave year, then destroy.
HR3.3.2	Parental leave.	Keep for 5 years from the birth/adoption of the child, or 18 years if the child receives a disability allowance, then destroy.



HR3.3.3	Special leave, e.g. compassionate leave, study leave.	Keep for 2 years from end of leave year, then destroy.
HR3.3.4	Absence records due to sickness. Including return to work forms and interview notes.	Keep for 6 years from the end of the current tax year, then destroy.
HR3.4.1	Disciplinary proceedings.	Keep for 6 years after closure of case, then destroy.
HR3.5.1	Probation records. Planning and management of an employee's probation.	Add to main personnel file: see HR.3.1.3.
HR3.7.1	Employee training history.	Add to main personnel file: see HR.3.1.3.
HR3.8.1	Monitoring employee performance: individual's records. Records documenting routine assessments/reviews of performance, and any consequent action.	Keep for 6 years after end of review process, then destroy.
HR3.9.1	Grievances which relate directly to an employee's own contract of employment. Including the Inn's response, action taken and the outcome.	Keep for 6 years after closure of case, then destroy.
HR3.9.2	Grievances which do not relate to an employee's own contract of employment. Including the Inn's response, action taken and the outcome.	Keep for 6 years after last action on file, then destroy.
<b>Class Code</b>	<b>Record</b>	<b>Retention Period</b>
<b>HR4</b>	<b>Occupational health</b>	
HR4.1	Occupational health records including pre-employment health screening. Health surveillance and medical records relating to risk assessments or incidents occurring at work.	Keep for 6 years from end of employment, then destroy. Unless employee is exposed to hazardous substances during employment, then keep for 40 years from date of last entry.
<b>Class Code</b>	<b>Record</b>	<b>Retention Period</b>
<b>HR5</b>	<b>Salary and payments</b>	
HR5.1	Employee remuneration and rewards. Wage and salary records including pay, overtime, bonuses and expenses.	Keep for 6 years from the end of the current tax year, then destroy.
HR5.2	Advances & sponsorship for study. Advances for season tickets, sponsorship for study and other loans/advances on salary in extenuating circumstances.	Keep for 6 years after repayment, then destroy.
HR5.3	Statutory maternity pay. Calculations, certificates (Mat B1s) and other medical evidence.	Keep for 6 years after the end of the tax year in which the maternity period ends, then destroy.
HR5.4	Statutory sick pay. Calculations, certificates, self-certificates.	Keep for 6 years after termination of employment, then destroy.
HR5.5	Redundancy records, including calculations of payments, refunds.	Keep for 6 years from the date of redundancy, then destroy.
<b>Class Code</b>	<b>Record</b>	<b>Retention Period</b>
<b>HR6</b>	<b>Pension</b>	
HR6.1	Human Resources records relating to pensions. Including pension calculations, correspondence from pension provider containing provisional retirement quotation.	Keep for 6 years after termination of employment, then destroy.
HR6.2	Individual staff membership of pension schemes. Including enrolment forms, membership certificates, death in service life cover expression of wish forms, opt out forms.	Keep for 75 years after termination of employment, then destroy. Unless the Inn is made aware of the death of the individual, then if there are no claims from dependents keep for 6 years after this then destroy.

## SCHEDULE 3: Purposes of processing personal data

For some processing activities, we consider that more than one lawful basis may be relevant - depending on the circumstances.

Purposes of processing	Lawful basis				
	We are permitted to process your personal data because				
	1. You have given your consent to the processing	2. It is necessary to perform your employment contract	3. It is necessary for us to comply with a legal obligation	4. It is necessary for our legitimate interests or those of third parties	5. It is necessary to protect your vital interests (or those of someone else)
<b>a) Recruitment and workforce planning</b>					
1. Administering your application for a job with us and considering your suitability for the role				✓	
2. Obtaining, considering and verifying your employment references and employment history				✓	
3. Reviewing and confirming your right to work in the UK			✓		
4. Conducting verification and vetting, including criminal background checks and credit checks where required by law			✓		
5. Conducting background checks, verification and vetting which are not required by law but needed by us to assess your suitability for your role	✓				
6. Making a job offer to you and entering into a contract of employment with you		✓			
7. Identifying and assessing the Inn's strategic business direction and resourcing needs, current employees and areas for development				✓	
8. Promotion and succession planning				✓	
9. Analysing recruitment and retention objectives, processes and employee turnover rates				✓	
10. Developing, operating and collecting feedback on recruitment activities and employee selection processes				✓	
<b>b) General employment management and administration</b>					



11. Communicating with you and providing you with information in connection with your employment or engagement with us from time to time		✓		✓	✓
12. Paying your salary, compensation and any other benefits pursuant to your contract of employment		✓			
13. Calculating and administering taxation within payroll, and your entitlements to any statutory/contractual benefits (including statutory sick pay and workforce pension arrangements)			✓		
14. Facilitating the administration of any private healthcare, life assurance/insurance, pensions initiatives and plans that we offer in connection with your employment			✓	✓	
15. General staff administration, including workforce management and facilities operations				✓	
16. Managing our health and safety compliance obligations			✓		
17. Paying you discretionary or non-contractual benefits or managing and administering salary sacrifice arrangements (including, for example, season ticket loans)	✓			✓	
18. Managing annual leave entitlement, and to administer related payments				✓	
19. Managing absence records, contractual sick leave entitlement and administering related payments		✓		✓	
20. Managing maternity, paternity, adoption, parental and dependants leave and (where applicable) pay			✓		
21. Contacting the appropriate person in the event of an emergency concerning you					✓
22. Administering our insurance policies				✓	
23. Determining whether any adjustments are necessary to enable you to carry out your role		✓	✓		
24. Preparing risk assessments to prevent future injuries in the workplace			✓		
25. Carrying out performance reviews				✓	
26. Allocating and assigning responsibilities for workload management purposes, and measuring staff utilisation				✓	



27. Administering, recording and analysing training and training records				✓	
28. Supporting the establishment and maintenance of staff directories				✓	
29. Considering your continuous suitability for your role				✓	
30. Providing details of your employment to a new or potential employer, bank or financial institution where requested by you	✓				
31. Handling grievance and disciplinary matters, including investigating issues, considering appropriate resolution and mitigating actions and reviewing outcomes				✓	
32. Responding to reference requests from your future potential employers				✓	
<b>c) Security and governance</b>					
33. Monitoring the security of the Inn's physical premises (including car parks) and systems, networks and applications			✓	✓	
34. Identifying and authenticating employees and other individuals				✓	
35. Establishing a network of emergency contacts for individuals in case of emergency				✓	
36. Identifying, investigating and mitigating suspected misuse of the Inn's assets, systems and platforms			✓	✓	
37. Ensuring compliance with the Inn's policies and procedures				✓	
<b>d) Legal and regulatory compliance and responsibilities</b>					
38. Managing and administering equal opportunities reporting			✓		
39. Compliance with obligations under the contract of employment between you and the Inn		✓			
40. Responding to binding requests or search warrants or orders from courts, governmental, regulatory and/or enforcement bodies and authorities			✓		
41. Responding to non-binding requests or search warrants or orders from courts, governmental, regulatory and/or enforcement bodies and authorities				✓	
42. Complying with disclosure orders in civil proceedings			✓		





43. Investigating, evaluating, demonstrating, monitoring, improving, reporting on and meeting the Inn's compliance with relevant legal and regulatory requirements			✓		
44. Investigating, evaluating, demonstrating, monitoring, improving, reporting on and meeting the Inn's compliance with best practice and good governance responsibilities				✓	
45. Responding to employment and industrial relations matters where permitted by applicable law, including criminal investigations, grievances, arbitrations and negotiations			✓	✓	
46. Responding to binding requests from collaborative and commercial partners of the Inn			✓		
47. Responding to non-binding requests from collaborative and commercial partners of the Inn				✓	
48. Preparing and submitting applications to commercial and collaborative partners, Government agencies and non-departmental public bodies				✓	
<b>e) Day-to-day business operations</b>					
49. Implementing, adapting and enhancing systems and processes to develop or improve our business and/or make your job easier or more enjoyable				✓	
50. Managing, planning and delivering our business, sales and marketing strategies				✓	
51. Supporting our diversity programmes and staff support networks and initiatives	✓			✓	
52. Publishing external facing materials for marketing and public relations purposes such as where we mention you in the context of the Inn's projects and initiatives in marketing materials, social media posts or press releases				✓	
53. Administering travel and accommodation arrangements		✓	✓	✓	
54. Supporting and maintaining our technology infrastructure		✓		✓	
55. Monitoring staff attendance on site for fire evacuation or COVID-19 test & trace purposes			✓	✓	✓

## SCHEDULE 4: Purposes of processing special category personal data

Purposes of processing	Special category lawful basis					
	We are permitted to process your personal data because					
	1. You have given <b>your explicit consent</b> to the processing	2. It is necessary for your/our obligations and rights in the field of <b>employment and social security</b> and social protection law	3. It is necessary to protect the <b>vital interests</b> of the data subject or another person or they are physically or legally incapable of giving consent	4. It is necessary for our establishment, exercise or defence of <b>legal claims</b>	5. It is necessary for reasons of <b>substantial public interest</b>	6. It is necessary for <b>preventive or occupational medicine</b> , for the assessment of the working capacity of the employee
<b>a) Recruitment and workforce planning</b>						
1. Conducting verification and vetting, including criminal background and credit checks where required by law		✓			✓	
2. Conducting background checks, verification and vetting which are not required by law are needed to assess your suitability for your role	✓				✓	
<b>b) General employment management and administration</b>						
3. Facilitating the administration of any private healthcare, life assurance/insurance, pensions initiatives and plans that we offer in connection with your employment with us		✓			✓	
4. Managing absence records, contractual sick leave entitlement and administering related payments		✓			✓	
5. Contacting the appropriate person in the event of an emergency concerning you			✓			
6. Administering our insurance policies					✓	
7. Determining whether any adjustments are necessary to enable you to carry out your role		✓				
<b>c) Security and governance</b>						



8. Identifying and authenticating employees and other individuals	✓				✓	
9. Identifying, investigating and mitigating suspected misuse of the Inn's assets, systems and platforms				✓		
<b>d) Legal and regulatory compliance and responsibilities</b>						
10. Managing and administering equal opportunities reporting					✓	
11. Responding to binding requests or search warrants or orders from courts, governmental, regulatory and/or enforcement bodies and authorities or sharing information (on a voluntary basis) with the same				✓		
12. Complying with disclosure orders in civil proceedings				✓		
13. Investigating, evaluating, demonstrating, monitoring, improving and reporting on the Inn's compliance with relevant legal and regulatory requirements				✓		
14. Responding to employment matters where permitted by applicable law, including criminal investigations, grievances, arbitrations and negotiations				✓		
15. Making reasonable adjustments as needed to help remove barriers faced by you in your role because of any disability you might have		✓				
16. Delivering occupational health advice and services to you in relation to your role with us						✓
17. Responding to binding requests from collaborative and commercial partners of the Inn	✓				✓	
18. Responding to non-binding requests from collaborative and commercial partners of the Inn	✓				✓	
19. Preparing and submitting applications to commercial and collaborative partners, Government agencies and non-departmental public bodies.	✓				✓	
<b>e) Day-to-day business operations</b>						
20. Supporting our diversity programmes and staff support networks and initiatives	✓				✓	
21. COVID-19 contact tracing in the case of a positive test			✓		✓	