



Independent Financial Advisers

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Discretionary Wealth Managers

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Chartered Financial Planners

Privacy Notice for Employees

McCarthy Taylor Limited treats the privacy of its employees very seriously. This notice explains how we protect and manage any personal data you share with us and that we hold about you including how we collect, process, share and protect that data.

What information do we collect about you?

We may collect the following information during your employment, dependent on your role:

- Your personal details
- Qualification details and CPD records
- Previous employment history
- Details relating to your salary, including bank details and tax information
- Copies of your identification documentation, and information held within
- Details of your spouse, beneficiaries and and/or emergency contacts
- Information regarding sickness and absence, which may include sensitive personal information relating to your physical and/or mental health
- Details of your credit history
- Criminal records information, including the results of Disclosure and Barring Service (DBS) checks
- Information on grievances raised by or involving you
- Information on conduct and/or disciplinary issues
- Monitoring information, including Information about your use of our IT, communication and other systems
- Details of your use of business related social media, such as LinkedIn
- Your use of public social media (in limited circumstances, to check specific risks for specific functions within our organisation)
- Details of your appraisals and 1:1's
- Time and attendance records
- Information relating to work you have conducted for our clients.

Third party data

Where you pass us information relating to your family members, in relation to the provision of employee benefits for example, *you must direct them to our privacy notice*, so that they are aware of how we process and store their data.

01905 613453

mccarthytaylor.co.uk

McCarthy Taylor Ltd is authorised and regulated by the Financial Conduct Authority. Company registered in England no 3489824.

**McCarthy
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Why do we need to collect and use your personal data?

The primary legal basis that we intend to use for the processing of your data is for the performance of our contract with you, or to take steps to enter in to a contract.

We will also process your data to allow us to comply with our legal obligations (e.g. our obligations to you as your employer under employment protection and health and safety legislation, and under statutory codes of practice, such as those issued by Acas).

Without collecting your personal data we would be unable to fulfil our legal and regulatory obligations.

We may also use your information where we or a third party have a legitimate interest, but only if these are not overridden by your interests, rights, or freedoms.

Further information on the monitoring we undertake in the workplace is available within our HR policies.

How will we use your data and who might we share your information with?

We will not share your information with other companies for marketing purposes.

We may need to share some of the above categories of personal information with other parties, such as external contractors or our professional advisers. Usually, information will be anonymised but this may not always be possible depending on the nature of the situation. We may also be required to share some personal information with our regulators, or as required to comply with the law.

The recipient of the information will be bound by confidentiality obligations. Where third parties are involved in processing your data we'll have a contract in place with them to ensure that the nature and purpose of the processing is clear, that they are subject to a duty of confidence in processing your data and that they'll only act in accordance with our written instructions.

Where it's necessary for your personal data to be forwarded to a third party we'll use appropriate security measures to protect your personal data in transit. Any data sent electronically will be sent via an encrypted method.

Transferring data outside of the EEA

We do not transfer your data outside of the EEA. This will only occur where:

- You have given an explicit instruction to us to do so
- The receiver agrees to provide the same or similar protection as we do and that they only use your data in line with our instructions.

How long will we keep your data for?

We keep your information during and after your employment for no longer than is necessary for the purposes for which the personal information is processed. In principle, your personal data shouldn't be held for longer than is required under the terms of our contract. As standard we will keep your records for a period of 6 years following your ceasing to be in our employment.

It should be noted however that we are subject to regulatory requirements to retain data for specified minimum periods. Therefore data concerning work you have undertaken for a client, or details of your CPD, may be kept far beyond your employment and in some cases, for example in relation to pension transfer work, indefinitely.

You have the right to request deletion of some, but not all, of your personal data (your 'right to be forgotten'). We will comply with this request, subject to the restrictions of our regulatory and legal obligations, and legitimate interests as noted.

Keeping your information secure

We have appropriate security measures in place to prevent personal information from being accidentally lost, or used/accessed in an unauthorised way. We limit access to your personal information to those who have a genuine business need to know it.



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How can I access the information you hold about me?

You have the right to request a copy of the information that we hold about you. If you'd like a copy of some or all of your personal information, please email or write to us using the contact details noted below. We will respond to any such request within one month of receipt.

Subject access requests will be dealt with free of charge, except where the request is deemed to be excessive or repetitive, in which case we reserve the right to charge a reasonable fee.

When your personal data is processed by automated means you have the right to ask us to move your personal data to another organisation for their use.

Accuracy of data and your rights

We need to keep accurate personal data about you. Please assist us by keeping us informed of any changes to your circumstances and ask us to correct or remove any information that you think is inaccurate.

We shall communicate any rectification of personal data to any recipient to whom it has been disclosed, unless this proves impossible or requires disproportionate effort. We will provide you with details of any such recipients should you request it.

How to contact us

Please contact us if you have any questions about our privacy policy or information we hold about you:

Email: abigail@mccarthytaylor.co.uk

Or write to us at:

McCarthy Taylor Ltd
6 Edgar Street
Worcester
WR1 2LR

What can you do if you are unhappy with how your personal data is processed?

You have a right to lodge a complaint with the supervisory authority for data protection. In the UK this is:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

0303 123 1113 (local rate)

You also have the right to a judicial remedy against a legally binding decision of the ICO, where you consider your rights under this regulation have been infringed as a result of the processing of your data.

Policy Changes

We reserve the right, at all times, to update, modify and amend this Policy. We suggest that you review the Privacy Notice from time to time, to ensure that you are aware of any changes we may have made. You can request a hard copy of our most up to date Privacy Notice at any time, using the contact details above. In addition, this notice is stored on our website.

We will not change the lawful basis for processing information you have already given to us without your prior agreement.