Privacy Notice For Employees

This Privacy Notice is issued to provide you, as an employee, with information about what data we hold and process and what we do with that data.

Under Article 14 of UK GDPR, we must advise you where we have obtained your data from a third party, for example a recruitment agency or former employer (via a reference). Before obtaining your data, we will take all reasonable steps to ensure that the party providing your data to us, has a lawful basis for doing so. Details of the third party who provide us with your data are available on request. Should you have any queries in respect of their data protection practices, you should contact them directly.

This Privacy Notice is designed to help you understand how we use information about you that we obtain via a third party, in addition to information that you provide us with directly.

If you have any questions, queries or require any further information, please do not hesitate to get in touch with us. Our full contact details are below.



Who We Are

Peter James Limited (registered number 10533642), trading as Murdochs Estate Agents & Lettings, referred to hereafter as We or Us, means Murdochs Estate Agents, located in Stanstead. For the purposes of the UK GDPR, we are a Controller. We are registered with the Information Commissioner's Office number ZB100095.



How To Contact Us

Murdochs Estate Agents & Lettings
1 Station Road
Stansted
Essex
CM24 8BE
01279 813 318

www.murdochsetateagents.co.uk



Data We Hold

Personal data is any information that may identify a living individual.

We collect personal information such as:

- Your Name
- Address
- E-Mail Address
- UTC Number
- Right To Work (Passport)
- Bank Account
- Date of Birth
- Telephone Number
- NI Number
- References
- Next of Kin Information (For emergency contact only)

We may obtain personal data directly from the individuals concerned, from third parties such as previous employer, and from other third parties (which may include publicly available information).

Where you are providing us with next of kin information, it is your responsibility to inform the individual that you will be sharing their information with us, prior to you doing so. You should advise them how they can obtain a copy of our Privacy Notice should they wish to see it.

Special Category Data

Special category data includes information about criminal convictions, race or ethnic origin, political or religious beliefs, health, genetic or biometric data, sex life and sexual orientation, trade union membership and philosophical beliefs of an individual.

When processing special category data, we will do so with the utmost care and process the data in strict accordance with the legal requirements.

We will usually be able to process Special Category Data, for example medical data or data pertaining to criminal convictions under the 'Employment' exemption and will not require your consent. However, where consent is necessary, it will be obtained beforehand.

What We Do With Your Data

This data may be used for our own general business purposes to facilitate:

- Contract of employment
- Paying wages
- Compliance with legal and regulatory obligations
- Health and safety requirements to ensure the safety and security of our people and premises
- Disclosure of information to our own professional and legal advisors
- To investigate any complaint or enquiry raised in regards to your employment
- To respond to emergencies, such as sharing data with emergency services or next of kin

We also use your personal information where necessary to improve our services, our business processes, and to communicate with you.

Lawful Basis For Processing

It is a requirement of the General Data Protection Regulations that data is processed only when there is a lawful basis for doing so.

Our lawful basis for processing data will include one or more of the following:

- the processing of data is necessary for the performance of an employment contract or when taking steps in order to enter into an employment contract with you
- explicit consent
- processing is necessary for our compliance with our legal obligations

- processing is necessary for the purposes of pursuing our legitimate interest (including carrying out our business of providing our services to customers and prospective customers and pursuing our general business interest)
- the processing is necessary for the establishment, exercise or defence of legal claims

Please note that consent provided by an individual may be withdrawn by that individual at any time by contacting us using the contact details above.

Sharing information

In order to provide our services to you and comply with our legal obligations, it may be necessary for us to share the personal data we hold, insofar as we are obliged or allowed by law to do so, with third parties including the following:

- HMRC
- HR Consultants
- Payroll company
- Our insurance providers
- our own legal and other professional advisors
- government agencies, regulators, the police/law enforcement agencies and other authorities (including the Information Commissioner), emergency services

Transfer of personal data outside the UK

Data we collect may be transferred to, and stored at, a country outside of the European Economic Area (EEA). This means it might also be processed by staff operating outside of the EEA who work for one of our suppliers.

Where information is provided to a Third Party, either in or outside the EEA, we will ensure that it and any of its agents and/or suppliers take all steps reasonably necessary to ensure that your data is treated securely and in accordance with this Privacy Notice.

How Long We Retain Data

In line with the requirements of GDPR we will retain any personal data we hold for no longer than is necessary for the purpose for which it was provided unless we are required by law, unless we have another legitimate reason to keep it for longer (for example if necessary for any legal proceedings).

The data retention period will depend on the nature of the data and the relationship with the individual involved.

In general, this will mean that evidence to work in the UK, and payroll data will be retained during the business relationship between Us for a period of up to two years, working time records and maternity/paternity pay records will be retained for up to 3 years, former staff records will be retained for up to 6 years and job applicants' information will be retained for up to 6 months.

Data that is no longer relevant to our business, such as next of kin information will be destroyed immediately you cease to work for our organisation.

Your Data Protection Rights

The data protection regulations and UK law seeks to protect your rights as follows:

- **The right to be informed.** Individuals have the right to be told what personal data is collected about them, why, who is collecting the data, how long it will be held, how they can file a complaint and with whom your data will be shared.
- **The right of access.** Individuals have the right to access the personal information and organisation holds about them. To request a copy of this information you must make a subject access request by contacting us using the contact details above.
- **The right of rectification**. Individuals may ask an organisation to correct any inaccurate or incomplete data within one month.
- **The right to erasure.** Individuals have the right to have your personal data erased and to prevent processing except where we have a legal obligation to process your personal information. You should bear in mind that by exercising this right you may hinder or prevent our ability to provide products and services.
- **Right to restrict processing.** Individuals can request that an organisation limits the way it uses their personal data. This means that an organisation is not obligated to delete the data, but they have to refrain from processing it.
- **The right to data portability**. On your request, we will provide you with your personal data in a structured format.
- **The right to object.** Allows individuals to object to the processing of personal data at any time, in certain situations and will depend on the purpose of processing and the lawful basis for processing.
- **Rights in relation to automated decision making and profiling.** You have particular rights in relation to automated decision making and profiling to reduce the risk that a potentially damaging decision is taken without human intervention. You can object to your personal data being used for profiling, direct marketing or research purposes.

You may invoke any of these rights at any time by contacting us on the details given at the beginning of this Privacy Notice.

How To Make A Complaint

In addition to the rights listed above, any person about whom we hold personal data, also known as the data subjects, has the right to make a complaint to us the Information Commissioner with regard our processing of their personal data or any breach of their rights.

To raise your complaint with us, please contact:

Mr P James
Murdochs Estate Agents & Lettings
1 Station Road
Stansted
Essex
CM24 8BE
01279 813 318

Alternatively, you can raise your complaint directly with the Information Commissioner's Office.

The ICO's address:

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

Helpline number: 0303 123 1113

ICO website: https://www.ico.org.uk



Our Website & Cookies

Cookies are small files downloaded to your computer or other devices when you view or access certain websites.

In general, a Cookie will use your IP address to identify you but will not collect further information about your identity. If you would like more information about cookies, please visit www.allaboutcookies.org or http://www.youronlinechoices.com/uk/

Cookies enable us to distinguish you from other users of our website and help us to provide you with a good experience when you browse our website and allows us to improve our website. We use Cookies for the purposes of:

- understanding what brought you to our website and what pages you visited
- remembering you when you return to our website
- providing you with safe restricted access areas

If you wish to change or manage Cookies, this can be done by changing your browser settings to delete or block cookies.

However, if you chose to block all Cookies, this may result in you being unable to fully access and enjoy our website.

This Privacy Notice was last updated 31st August 2023. Peter James, Managing Director, is responsible for all matters arising from this policy.