

## AWB CHARLESWORTH SOLICITORS EMPLOYMENT PRIVACY NOTICE

1. The Data Controller is AWB Charlesworth Solicitors Limited t/a AWB Charlesworth Solicitors, registered address 12-16 North St Keighley BD21 3SE.
2. The personal data we store and the basis on which we process the data is listed below:

Purpose of personal data stored	Legal basis for processing
Job applications	Legitimate business interest
Interview notes	Legitimate business interest
Employment contracts	Performance of a contract Legitimate business interest
Induction records	Legitimate business interest
Bank details and other payroll information	Performance of a contract Legitimate business interest
ID and emergency contact information	Legal obligation Legitimate business interest
References	Performance of a contract Legitimate business interest
Performance Management Records	Performance of a contract Legitimate business interest
Training Records	Legitimate business interest
Attendance Records	Legitimate business interest
Statutory leave records	Legal obligation Legitimate business interest
Leaver information	Legal obligation Legitimate business interest
Employee benefits	Legal obligation Performance of a contract Legitimate business interest
Holiday records	Performance of a contract Legitimate business interest
Photographs for use on social media/PR	Legitimate business interest

3. Where we rely on legitimate business interest to process personal data this includes adherence to quality marks, best practice guidelines from ACAS or similar, and business development.
4. Data subjects have the following rights:
  - a) Rectification (if there are any errors/updates needed to your data)
  - b) Ability to object to processing (we may still store the data, if it is lawful to do so)
  - c) Ability to restrict processing (we may still store the data, if it is lawful to do so)
  - d) Erasure
  - e) Data portability
5. This Privacy Notice may be updated from time to time to ensure compliance with the law. The current version of this Notice can be accessed within the AWB Charlesworth Solicitors office manual, and the recruitment page of the AWB Charlesworth Solicitors website.