**Privacy Notice (employees)**

1. **Who we are:**

We are [insert firm name] of [insert address]. You can contact us at this address by post or by email at [insert email address].

[Our data protection representative is [insert name and contact details].]

[Our data protection officer may be contacted by [insert contact details].\*

\*Include only where law firm required to (or decides to voluntarily appoint) a DPO

1. **Why we process your data, the lawful basis for processing your data and who we share it with**
2. We process the data of our employees
* in order to administer the employment relationship
* To keep proper records of payments for tax purposes
* [insert other purpose]

The legal bases on which we process personal data of our employees in the manner described above are:

* where any such processing is necessary for the performance of your employment contract with us;
* our legitimate interests in conducting our business in a responsible and commercially prudent manner. We will not process your personal data for these purposes if to do so would constitute an unwarranted interference with your own interests, rights and freedoms;
* to comply with our legal and regulatory obligations; an
* in limited circumstances, your consent (where we have sought it and you have provided it to us), and in which case, you can withdraw your consent at any time;

The legal bases on which we collect, process and transfer special categories of data relating to you (e.g. health data) in the manner described above are:

* where such processing is necessary to comply with our obligations or exercise our rights under employment and social security and social protection law;
* to enable you to exercise your rights under employment and social security and social protection law;
* where such processing is necessary to assess your working capacity; and
* in limited circumstances, your explicit consent (where we have sought it and you have provided it to us), and in which case, you can withdraw your consent at any time.

We share this data with our book-keeper and accountant. We will also set you up with an email address through our email service provider and provide you with a log-in to our practice management solution. Our service providers may only process the data of our employees for the purpose of providing us with their services, and no other purpose.

We may also share certain parts of this data with our clients, counterparty solicitors and other persons that you will liaise with in the course of your employment.

We are also required to share certain parts of this data with competent regulatory authorities and bodies as requested or required by law.

We will retain this data for [insert period or criteria used to determine the period].

1. [Insert further processing]
2. **Information received from third parties and the source of that data**

[Insert third party sources of personal data relating to employees, and whether it came from publicly accessible sources]

1. **Transfers of data outside the European Economic Area**

[We transfer data relating our [specify activity e.g. payroll] to [a service provider] located in [specify country outside the EEA]. The safeguard we have put in place for this transfer is to enter into European Commission approved standard contractual clauses with the provider.

[Repeat for other transfers to other third countries].

1. **Information received from third parties and the source of that data**

[Insert third party sources of personal data relating to employees, the categories of data, and whether it came from publicly accessible sources].

1. **Your rights relating to personal data**

You have the following rights under the GDPR, in certain circumstances and subject to certain exemptions, in relation to your personal data:

• right to access the data - you have the right to request a copy of the personal data that we hold about you, together with other information about our processing of that personal data.

• right to rectification- you have the right to request that any inaccurate data that is held about you is corrected, or if we have incomplete information you may request that we update the information such that it is complete.

• right to erasure - you have the right to request us to delete personal data that we hold about you. This is sometimes referred to as the right to be forgotten.

• right to restriction of processing or to object to processing - you have the right to request that we no longer process your personal data for particular purposes, or to object to our processing of your personal data for particular purposes.

•. Right to data portability - you have the right to request us to provide you, or a third party, with a copy of your personal data in a structured, commonly used machine readable format.

In order to exercise any of the rights set out above, please contact us at the contact details at the start of this privacy notice.

If we are processing personal data based on your consent, you may withdraw that consent at any time. This does not affect the lawfulness of processing which took place prior to its withdrawal.

If you are unhappy with how we process personal data, we ask you to contact us so that we can rectify the situation.

You may lodge a complaint with a supervisory authority. The Irish supervisory authority is the Data Protection Commission.

1. **Requirement to process personal data**

The provision of your personal data for the purposes described above is a contractual requirement. In addition, we may need to process your personal data to comply with statutory requirements, such as keeping proper records of payments to employees. We cannot continue to employ you or administer the employment relationship if you fail to provide your personal data for the purposes described above.

1. **Automated decision-making and profiling**

We do not use any personal data for the purpose of automated decision-making or profiling.