

UNCLASSIFIED

Serve Legal Limited

Data Protection Privacy Notice – SL Team

Document Control

OWNER	Alex Blackwell / Operations Manager / ISMS Owner
APPROVER	Serve Legal Board of Directors
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VERSION	AUTHOR	SUMMARY OF CHANGES	DATE
1.0	Julian Sargeson	First	06/08/2014
1.1	Julian Sargeson	Reviewed, no changes made	30/06/2015
1.2	Julian Sargeson	Reviewed and updated to include who personal data could be shared with	13/01/2016
1.3	Julian Sargeson	Reviewed, no changes	08/08/2017
2.0	Julian Sargeson	Updated to take into account changes in UK data protection law, i.e. GDPR. Changed from a fair processing statement to a privacy notice.	19/02/2018
2.0	Julian Sargeson	Reviewed, no changes	04/09/2020
2.1	Julian Sargeson	Reviewed, updated systems utilised.	30/07/2021
2.2	Ela Rygala	Reviewed, changed job title from Finance Manager to Management Accountant	30/07/2022
2.3	Ela Rygala	Reviewed, changed footer and added Document Owner Column. Changed job title from Management Accountant to Finance Manager. Changed DPO form JS to ER.	30/07/2023
2.4	Ela Rygala	Reviewed, no changes	30/07/2024
2.5	Ela Rygala	Reviewed. Mapped to ISO 27001:2022 controls A.5.7, A.5.8, and A.7.4. Linked retention and subject rights tracking to ISMS monitoring (Clause 9). Embedded performance evaluation into rights management.	30/07/2025
2.6	Alex Blackwell	Reviewed. Updated data processing, storage, transfer, subject rights and governance information.	26/08/2026

Document Release:

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1 Introduction

Serve Legal recognises its obligations under UK data protection laws, such as the Data Protection Act 2018 and the General Data Protection Regulation (GDPR), and will process personal data in accordance with the principles of these laws.

This notice supports compliance with UK data protection legislation and ISO/IEC 27001:2022 controls relating to legal, statutory, regulatory and contractual requirements, protection of records, and privacy and protection of personally identifiable information.

2 Personal data processed

During your employment with Serve Legal we will collect and process the following type of personal data about you. Some of the information we process will be sensitive personal, or special categories of data as defined within UK data protection law. In respect of this data, we will only process it when necessary for maintaining your employment rights or fulfilling our obligations as an employer.

- ✦ Employee personnel information such as references, curriculum vitae, right to work information, proof of identity and other employee screening information, bank account details, next of kin information, health and medical information, salary and expenses information, appraisal information, absence and sickness records, and grievance and disciplinary information,
- ✦ Details of accidents,
- ✦ Learning and development information,
- ✦ Photos,
- ✦ System, internet, email and approved business application activity data,
- ✦ Authentication and access-control information,
- ✦ Training and security awareness records,
- ✦ Device assignment records,
- ✦ Information security incident records, where relevant.

3 Purposes for which personal data is processed

Serve Legal will process your personal data for the following purposes:

- ✦ Recruitment,
- ✦ Administration and management of employees,
- ✦ Adhering to and monitoring compliance with employment and health and safety legislation,
- ✦ Monitoring compliance with equality and anti-discrimination legislation,
- ✦ To ensure employees have the appropriate skills and competencies to undertake their role,
- ✦ Monitoring compliance to company policies and processes, e.g. acceptable use, access control,
- ✦ Promotion of individuals work responsibilities,
- ✦ The promotion of non-work related activities such as social events.

Monitoring activity is conducted in accordance with company policies, information security requirements and applicable employment and data protection legislation.

Serve Legal may process your personal data where necessary for the performance of your employment contract, compliance with legal obligations, legitimate business interests, protection of vital interests, or

where consent is required and has been freely provided. Special category personal data will only be processed where an appropriate legal condition applies.

4 Collection and retention of personal data

Retention periods and processing practices must adhere to the Information Retention Schedule and be subject to ISMS audit and compliance review under Clause 9.

Retention periods are reviewed periodically and may be amended to reflect legal, regulatory and business requirements.

Where possible forms will be used to collect your personal data, these forms shall only ask for information which is relevant to the purpose it is being collected, including those forms processed electronically.

All personal data processed will either be:

- ❖ Provided by yourself either directly to Serve Legal or to a third party who process that information on behalf of Serve Legal, e.g. HR provider, pension company
- ❖ Provided by a third party such as previous employer, e.g. references
- ❖ Generated whilst working at Serve Legal based on duties, individual performance and attendance, use of systems e.g. performance information, sickness and absence records, system, email and internet use etc.

Your personal data may be stored within Breathe HR, Microsoft 365, SharePoint, OneDrive, approved HR systems, approved business applications, cloud-hosted services and other authorised systems used by Serve Legal. Where personal data is transferred outside the UK, appropriate safeguards and contractual protections will be implemented in accordance with applicable UK data protection legislation.

Personal data shall not be retained for longer than is required for the purpose for which it was collected, details of retention periods for personal data can be found within the Personal Data Register.

5 Disclosure of personal data

Personal data relating to recruitment and employment will only be disclosed to authorised personnel with a legitimate business requirement, including Directors, authorised managers, the Operations Manager / ISMS Owner, the HR Manager, HR support providers and your line manager or supervisor.

From time to time we may need to provide third parties with personal information relating to you, such as HR, payroll, pension, benefits, insurance, professional advisory or employment service providers. This will only be done where necessary for the purposes described above and will involve the minimum amount of information required. We may also disclose personal data where required by law, a regulator or a Government body.

6 Personal data accuracy

To ensure that the information we have is up-to-date and accurate, we will periodically ask you to review the information we hold. You must advise your Manager or the HR Manager of any changes to your personal details so that your records can be updated accordingly.

7 Subject rights

Requests to exercise data subject rights will be logged, monitored, and included in the ISMS performance evaluation process.

Under UK data protection law, you may have rights relating to access, rectification, erasure, restriction, portability and objection to the processing of your personal data, depending on the circumstances. Data Protection enquiries and requests to exercise these rights should be directed to the Operations Manager / ISMS Owner or the HR Manager.

8 Subject access

You have the right to access personal data that is processed about you on the condition it is in scope of UK data protection law. We may need to clarify with you the types of information you require and any particular date periods, where applicable, before we can comply with the request.

Serve Legal aims to comply with requests for access to personal information as quickly as possible but will do so within one month of receiving the request or subsequent clarification from you.

Please note Serve Legal does not need to comply with a subject access request where it has received an identical or similar request from you unless a reasonable interval has elapsed between compliance with the original request and the current request.

9 Supervisory Authority

You have the right to lodge a complaint with the local supervisory authority (SA) if you consider that the processing of your personal data infringes UK data protection law.

The UK's SA is:

The Information Commissioner's Office
Wycliffe House Water Lane, Wilmslow SK9 5AF
Phone: 03031231113

10 Data Protection Enquiries

For day to day matters relating to UK data protection law, and for further information on the personal data held by Serve Legal and the purposes for which it is processed, please contact the Operations Manager / ISMS Owner or the HR Manager.