

Privacy notice

Contents

1. Introduction
2. Who we are
3. Processing your data lawfully
4. When do we collect your data?
5. What data do we collect?
6. How, why and when we use your data
7. Protecting your data
8. Retention of data
9. Sharing your data
10. Location of data
11. Your rights
12. Questions or concerns

1. Introduction

This Privacy Notice explains how we will look after your data when you interact with us and tell you about your privacy rights and how the law protects you.

It is likely that this notice will be amended and updated from time to time so please feel free to ask for the most current version when you visit us in person or via our website.

This version is effective from 25 May 2018.

2. Who we are

Pollard Thomas Edwards LLP, is the data controller and is responsible for your personal data.

3. Processing your data lawfully

In order for us to look after your personal data we should have a reason under law for collecting and processing it. There are various ways we can do this including:

Consent

You have given us specific and clear consent to process your data for a specific purpose.

Contractual obligations

Processing your data is necessary for us to fulfil the obligations of a contract between us, or perhaps we are taking steps to enter into a contract together

Legal obligations

We are required by law to process your data

Legitimate Interest

In specific situations, we require your data to pursue our legitimate interests in a way which might reasonably be expected as part of running our business and which does not materially impact your rights, freedom or interests.

Public task

The processing of your data is necessary for us to perform a task in the public interest or for an official function which has a clear basis in law.

4. When do we collect your data?

- When you visit our website
- When you engage with us on social media
- When you contact us in writing by paper or digital means
- When you contact us by telephone

Privacy notice

- When you apply to work for us
- When you fill in any forms we may give to you
- When you visit our practice, including CCTV
- When you use our guest wifi service
- When you engage with us in any business-related event outside of the practice

5. What data do we collect?

Personal data means any information about an individual from which you can be identified. We may collect, use, store and transfer different types of personal data about which we have grouped together as follows:

- Identify Data name, address, gender and date of birth, including copies of documents to prove your age, identity or right to work in the UK if the law requires us to
- Contact Data includes address, email address and telephone numbers
- Financial Data includes bank account details if you are a supplier or client
- Technical Data includes IP address and information gathered by the use of cookies in your web browser, or through access to our guest wifi.
- Usage Data includes information on your history with us as a client, supplier or visitor (either in person or through the website)
- Marketing and Communication data includes your preferences for receiving marketing from us, any third parties we may use and your communication preferences
- Social Media Data includes your username if you choose to interact with us that way

6. How, why and when we use your personal data

We will use different methods to collect data from you from time to time, including through:

- Direct Interaction. You may give us your Identity, Contact and Financial Data by filling in forms or by corresponding with us by post, email, telephone or otherwise. This includes personal data you provide when you work with us on a project as a client, become a supplier, apply to work for us, engage with us socially at events or by other reasonable means.
- Automated Interaction. In using our website or our guest wifi we may automatically collect Technical Data about your equipment, browsing actions and patterns. We collect this personal data by using cookies and other similar technologies mainly by using Google Analytics. More information can be found in our Cookie Policy [here](#).
- Third parties or publicly available sources. We may receive personal data from you from various third parties and public sources

We will only use your personal data when the law allows us to. Most common we will use your personal data in the following circumstances:

- Where we need to perform the contract we are about to enter into or have entered into with you.
- Where it is necessary for our legitimate interests (or those of a third party) and your interests and fundamental rights do not override those interests.
- Where we need to comply with a legal or regulatory obligation.

Generally we do not rely on consent as a legal basis for processing your personal data other than in relation to sending third party direct marketing communications to you via email. You have the right to withdraw consent to marketing at any time by contacting us.

The table below provides more detailed information which you may find helpful but you may wish to contact us if you have a question specific to your own personal data.

Privacy notice

Purpose/Activity	Type of data	Lawful basis for processing including basis of legitimate interest
To register you as a new client or to hire you as a member of staff	Identity Contract	Performance of a contract with you
To invoice you as a client and pay you as a supplier: Manage payments, fees and charges Collect and recover money owed to us	Identity Contact Financial Transaction Marketing and Communications	Performance of a contract with you Necessary for our legitimate interests (to recover debts due to us)
To manage our relationship with you which will include: Notifying you about changes to our terms or privacy policy Asking you for feedback, to leave a review or take a survey	Identity Contact Profile Marketing and Communications	Performance of a contract with you Necessary to comply with a legal obligation Necessary for our legitimate interests (to keep our records updated and to study how customers use our products/services)
To administer and protect our business and this website (including troubleshooting, data analysis, testing, system maintenance, support, reporting and hosting of data)	Identity Contact Technical	Necessary for our legitimate interests (for running our business, provision of administration and IT services, network security, to prevent fraud and in the context of a business reorganisation or group restructuring exercise) Necessary to comply with a legal obligation
To deliver relevant website content and advertisements to you and measure or understand the effectiveness of the advertising we serve to you	Identity Contact Profile Usage Marketing and Communications Technical	Necessary for our legitimate interests (to study how customers use our products/services, to develop them, to grow our business and to inform our marketing strategy)
To use data analytics to improve our website, products/services, marketing, customer relationships and experiences	Technical Usage	Necessary for our legitimate interests (to define types of customers for our products and services, to keep our website updated and relevant, to develop our business and to inform our marketing strategy)

Privacy notice

7. Protecting your data

Data security is of the utmost importance to everyone. With this in mind we will treat your data with care and take all appropriate security measures to protect it.

We have put in place appropriate security measures to prevent your personal data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal data to those employees, agents, contractors and other third parties who have a business need to know. They will only process your personal data on our instructions and they are subject to a duty of confidentiality.

We have also put in place procedures to deal with any suspected personal data breach and will notify you and any applicable regulator of a breach where we are legally required to do so.

8. Retention of data

We will only collect your personal data for as long as necessary to fulfil the purposes we collect it for, including the purpose of satisfying any legal, accounting or reporting requirements.

Details of retention periods for different aspects of your personal data are available in our retention policy which you can request by contacting us.

At the end of any retention period, your data will either be deleted completely or anonymised, for example by aggregation with other data so that it can be used in a non-identifiable way for statistical analysis and business planning.

9. Sharing your data

Sometimes we will share your data with trusted third parties. When we do so we only share personal data that is specific to the third parties services, they must only use the data to fulfil the purpose in our mutual contract and they should ensure they protect this data as we would. Examples of the kind of third parties we work with are:

- IT companies who support our business systems
- Google to analyse website traffic on our behalf and provide analytical information
- Professional advisors including lawyers, bankers, auditors and insurers all based in the UK who provide consultancy, banking, legal, insurance and accounting services.
- HM Revenue & Customs, regulators, law enforcement agencies and other authorities based in the UK who require reporting of processing activities in certain circumstances.

10. Location of your data

We do not transfer your personal data out of the EEA at present, however if we do need to do so in future we will ensure that the country ensures an adequate level of data protection.

11. Your rights

Under certain circumstances you have rights under data protection laws in relation to your personal data. Further information can be found [here](#). If you wish to exercise any of the rights available to you please contact us. There is usually no fee and we will respond to you within one month. However under certain circumstances we may charge a reasonable fee and your enquiry may take longer. We will always confirm your identify and request certain information from you before any request is processed.

12. Questions or concerns?

We hope that the information contained in this Privacy Notice has been helpful to you and explained how we handle your personal data.

If you have questions please do get in touch with us, our contact details are shown below.

Privacy notice

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Privacy & Cookie Policy for Pollard Thomas Edwards

What are cookies

As is common practice with almost all professional websites this site uses cookies, which are tiny files that are downloaded to your computer. This policy describes what information they gather, how we use it and why we sometimes need to store these cookies. We also share how you can prevent these cookies from being stored however this may downgrade or 'break' certain elements of the sites functionality. For more general information on cookies see the Wikipedia article on HTTP Cookies.

How we use cookies

We use cookies for a variety of reasons detailed below. Unfortunately, in most cases there are no industry standard options for disabling cookies without completely disabling the functionality and features they add to this site. It is recommended that you leave on all cookies if you are not sure whether you need them or not in case they are used to provide a service that you use.

Disabling cookies

You can prevent the setting of cookies by adjusting the settings on your browser (see your browser Help for how to do this). Be aware that disabling cookies will affect the functionality of this and many other websites that you visit. Disabling cookies will usually result in also disabling certain functionality and features of this site. Therefore it is recommended that you do not disable cookies.

The cookies we set

Pollard Thomas Edwards does not use cookies to collect or store personally identifiable information about you.

Third party cookies

In some special cases we use cookies provided by trusted third parties. The following section details which third party cookies you might encounter through this site. This site uses Google Analytics which is one of the most widespread and trusted analytics solution on the web for helping us to understand how you use the site and ways that we can improve your experience. These cookies may track things such as how long you spend on the site and the pages that you visit so we can continue to produce engaging content. For more information on Google Analytics cookies, see the official Google Analytics page.

Links from our site

Our website contains links to other websites. Please note that we have no control of websites outside the www.pollardthomasedwards.co.uk domain. If you provide information to a website to which we link, we are not responsible for its protection and privacy. Always be wary when submitting data to websites. Read the site's data protection and privacy policies fully.

How we use this data

Collecting this data helps us understand what you are looking from the company, enabling us to deliver improved products and services.

Specifically, we may use data:

- For our own internal records.
- To improve the functionality and user experience of the website.

More information

Hopefully that has clarified things for you and as was previously mentioned if there is something that you aren't sure whether you need or not it's usually safer to leave cookies enabled in case it does interact with one of the features you use on our site. However if you are still looking for more information then you can contact us through one of our preferred contact methods.

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Job applicant privacy notice (compliant with the GDPR)

As part of any recruitment process, PTE collects and processes personal data relating to job applicants. The organisation is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

What information do we collect?

PTE collects a range of information about you. This includes:

- your name, address and contact details, including email address and telephone number;
- details of your qualifications, skills, experience and employment history;
- information about your current level of remuneration, including benefit entitlements;
- whether or not you have a disability for which the organisation needs to make reasonable adjustments during the recruitment process;
- information about your entitlement to work in the UK; and

We collect this information in a variety of ways. For example, data might be contained in CVs or portfolio, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment.

We may also collect personal data about you from third parties, such as references supplied by former employers.

Data will be stored in a range of different places, including on your application record, in HR management systems and on other IT systems (including email).

Why does PTE process personal data?

We need to process data to take steps at your request prior to entering into a contract with you. It also needs to process your data to enter into a contract with you.

In some cases, we need to process data to ensure that it is complying with its legal obligations. For example, it is required to check a successful applicant's eligibility to work in the UK before employment starts.

PTE has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows the organisation to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. The organisation may also need to process data from job applicants to respond to and defend against legal claims.

PTE may collect health information if it needs to make reasonable adjustments to the recruitment process for candidates who have a disability. This is to carry out its obligations and exercise specific rights in relation to employment. We may also process other special categories of data, such as information about ethnic origin, sexual orientation, health or religion or belief, this is for equal opportunities monitoring purposes.

If your application is unsuccessful, we will keep your personal data on file in case there are future employment opportunities for which you may be suited. We will ask for your consent before it keeps your data for this purpose and you are free to withdraw your consent at any time.

Who has access to data?

Your information will be shared internally for the purposes of the recruitment exercise. This includes members of the HR team, interviewers involved in the recruitment process, managers in the business area with a vacancy and IT staff if access to the data is necessary for the performance of their roles.

We will not share your data with third parties, unless your application for employment is successful and it makes you an offer of employment. The organisation will then share your data with former employers to obtain references for you, employment background check providers to obtain necessary background checks.

We will not transfer your data outside the European Economic Area.

How does PTE protect data?

We take the security of your data seriously. It has internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties.

For how long does PTE keep data?

If your application for employment is unsuccessful, we will hold your data on file for 12 months after the end of the relevant recruitment process for consideration for future employment opportunities. At the end of that period, your data is deleted or destroyed. CV's submitted on a speculative basis will be kept for six months before being deleted or destroyed.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment. The periods for which your data will be held will be provided to you in a new privacy notice.

Your rights

As a data subject, you have a number of rights. You can:

- access and obtain a copy of your data on request;
- require the organisation to change incorrect or incomplete data;
- require the organisation to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing; object to the processing of your data where the organisation is relying on its legitimate interests as the legal ground for processing; and
- ask the organisation to stop processing data for a period if data is inaccurate or there is a dispute about whether or not your interests override the organisation's legitimate grounds for processing data.

If you would like to exercise any of these rights, please contact Kat Isles, HR Manager at kat.isles@ptea.co.uk.

If you believe that the organisation has not complied with your data protection rights, you can complain to the Information Commissioner.

What if you do not provide personal data?

You are under no statutory or contractual obligation to provide data to PTE during the recruitment process. However, if you do not provide the information, the organisation may not be able to process your application properly or at all.