
Introduction

This privacy notice is designed to provide information about our practices concerning the collection, use and disclosure of personal information in the course of our employment practices. During the course of our employment practices we collect, store and process personal information about prospective, current, and former employees, partners, and workers. Personal information is any data from which an individual can be identified.

Who are we?

Browne Jacobson is made up of Browne Jacobson LLP and Browne Jacobson Ireland LLP. When we mention 'Browne Jacobson', 'we', 'us' or 'our' in this privacy notice, we are referring to the relevant business responsible for processing your data. You will be informed which entity is processing your personal data as your employer; however, your personal data may be processed by the other business from time to time.

Please read this notice carefully and contact us if you have any queries by emailing us at: peopleservices@brownejacobson.com or by writing to:

The People Director Browne Jacobson LLP
Castle Meadow Road
Nottingham
NG2 1BJ
+44 (0)115 976 6000
+44 (0)115 947 5246

This privacy notice may change from time to time, so we recommend that you review it periodically. This version of the privacy notice was last updated in October 2024.

Who this privacy notice applies to

This privacy notice applies to all persons whose personal information we collect and process in connection with our employment practices. This includes applicants, employees (and former employees), workers (including agency and casual workers and contractors), partners (and former partners), and those carrying out placements and work experience.

Information we may collect and process

In order to carry out our employment practices we process data in relation to:

- Contact details (including names, addresses, telephone numbers, email addresses, national insurance number and emergency contacts)
- Employment records (including professional membership/registration, regulatory checks, references, evidence of your right to work in the UK, security checks, photos and exit interview data)
- Recruitment information (such as CVs, interview notes and assessment material)

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- Information about performance (such as the ongoing review cycle, performance measures including performance management/improvement plans, learning and development records, continuous professional development records)
 - Disciplinary or grievance records
 - Contract/Deed information (such as start dates, ho

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- as part of the recruitment process – for example from a recruitment agency or assessment provider
 - when a pre-employment check is required - for example, this might be from a previous employer or educational institution for the purpose of gathering a reference, from a regulatory body, background check provider for the purpose of evidencing your right to work in the UK or carry out a Disclosure & Barring Service (DBS) check, or direct f



How we protect personal information

We are strongly committed to data security and take appropriate steps to protect the personal information we hold from unauthorised access, loss, misuse, alteration, or corruption. We have put in place physical, electronic, and managerial procedures to safeguard and secure that information. Further details can be found in our data protection policy.

The legal basis on which we process personal information

Data protection law requires us to have a legal basis for processing your information. In most cases we will only process your personal information:

- So we can carry out our contract with you, or take any steps you ask us to before entering into a contract with you
- As necessary to perform or exercise any legal rights or obligations we have under the law relating to employment, social security, or equalities
- Where necessary for our legitimate purposes in undertaking our employment practices
- Where we have your consent.

When processing personal data, we comply with the data protection principles and our own data protection policy. By doing so, we consider that the interests and fundamental freedoms of people whose personal data we process do not override the pursuit of our legitimate interests in relation to our employment practices.

Whilst the majority of processing of personal data in relation to our employment practices will not require consent, we will inform you if your consent is required and seek that consent before any processing takes place. In the limited circumstances where you have provided your consent to the collection, processing, and transfer of personal information for a specific purpose, you have the right to withdraw your consent for that specific processing at any time.

In most cases we process personal data that falls into one of the special categories specified by the General Data Protection Regulation where necessary to perform or exercise our legal rights and obligations under the law relating to employment, social security or equalities, for the purposes of occupational medicine or for the establishment, exercise or defence of legal claims. We may also process special category data where necessary in your vital interests and where you are unable to give consent.

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