



Fair Processing Notices / Privacy Notices

Medicolegal Associates

V1.0

Policy Owner: Rachel McDonald

1. POLICY DETAIL

1.1 HIGHLEVEL FPN

Medicolegal Associates understands the importance of Personal Data and has the protection of your data as its core.

- We respect your personal data and take its security very seriously.
- We only hold data we need for the purpose for which we obtained it.
- We delete your data when it has reached the end of its retention period.
- You have privacy rights.
- We are happy to answer your questions. Our contact details can be found at the end of this notice.

For more information about how we use your personal data, please read the notice that applies best to you:

- [I am a Claimant](#)
- [I am a Contractor](#)
- [I am a Solicitor](#)
- [I am an Expert](#)
- [I am applying for a role at Medicolegal Associates](#)

We are happy to answer your questions. Our contact details can be found at the end of this notice.

CONTACT US

Medicolegal Associates
1 Frances Cottages,
Denby Road,
Cobham,
Surrey.
KT11 1JT
Jane.palliser@medicolegal-associates.com

Medicolegal Associates is registered with the Information Commissioner's Office (ZA108722)

1.2 CLAIMANT FPN

Medicolegal Associates understands the importance of Personal Data and has the protection of your data as its core.

This Fair Processing Notice / Privacy Notice is intended for Clients of Medicolegal Associates and will cover:

- What is your Personal Data?
- What information is being collected?
- Who is collecting it?
- Why is it being collected and how will it be used?
- Who will it be shared with?
- How long do we keep your Personal Data for?
- What are your privacy rights?
- Do we transfer your data outside of the EU or EEA?

We are happy to answer your questions. Our contact details can be found at the end of this notice.

WHAT IS YOUR PERSONAL DATA?

Personal data relates to a living individual who can be identified using elements from that data, either as an individual item or in combination with other elements.

WHAT INFORMATION IS BEING COLLECTED?

We hold the following information:

<i>Identification</i>	Name, Dob, Gender, Photo ID, Marital Status
<i>Contact</i>	Address, Phone Numbers, Email Address
<i>Other</i>	Medical Condition, Medical History, Psychological History, Employment History, Medical Expert Reports, Hospital Records/Reports, Photos (Head shoots, full body and/or injury pictures), Audio and Video evidence

WHO IS COLLECTING IT?

We are collecting your Personal Data:-

- Directly from you, for example in our questionnaire
- From case file supplied by your Solicitor
- From our Medical Experts
- From other Medical Experts, Medical Practitioners or Medical Establishments
- From surveillance sources

WHY IS IT BEING COLLECTED AND HOW WILL IT BE USED?

Your Personal Data is required to write your Medico legal report and to support your claim or defend a claim.

Your Personal Data is processed based on GDPR Legal Basis

Contract

Your Personal Data will be used in order to satisfy the contract you have with Medicolegal Associates

Your Special Category Personal Data is processed based on the Article 9 2.f exemption (processing is necessary for the establishment, exercise or defence of legal claims.)

WHO WILL IT BE SHARED WITH?

We will only share your Personal Data with:

- Your Solicitor
- Medical Experts for the assessment of your condition for your Medico legal report/case
- Our employees for the construction of your Medico Legal report/case
- Our Medical Experts for arranging an appointment and consultation with you and for the assessment and construction of your Medio legal report/case
- Cloud Service and IT Providers. We use cloud service and IT providers to provide the storage and applications required for processing your Personal Data and constructing your Medico legal report/case.

HOW LONG DO WE KEEP YOUR PERSONAL DATA FOR?

We will retain your Personal Data for 7 years after settlement of your case for the purpose of future claims OR we will retain your Personal Data for 10 years after the last activity on your case.

After this, the majority of your Personal Data will be removed, but we will retain enough information to identify you on the reports that we keep.

DO WE TRANSFER YOUR DATA OUTSIDE OF THE EU OR EEA?

We transfer your data to the USA and they are a non-adequate country for data transfer as determined by the EU Commission but don't worry, Dropbox and Google are in Privacy Shield. Privacy Shield is an agreement between the EU Commission and the US authorities which protects the transfer of your personal data. If you would like to know more about Privacy Shield, please visit privacyshield.gov.

WHAT ARE YOUR PRIVACY RIGHTS?

Under the General Data Protection Regulation (GDPR), you have the following rights:

The right to be informed

Provide Data Subjects with information about the processing activities being conducted. Contained in this notice.

The right of access

Provide Data Subjects with confirmation that their Personal Data is being processed and access to the Personal Data you hold.

<i>The right to recertification</i>	Data Subjects have the right to have inaccurate or incomplete Personal Data corrected
<i>The right to erasure</i>	Data Subjects have the right to have their Personal Data erased
<i>The right to restrict processing</i>	Data Subjects have the right to stop unnecessary processing of their Personal Data
<i>The right to data portability</i>	Data Subjects have the right to move their Personal Data between organisations
<i>The right to object</i>	Data Subjects have the right to object to how their Personal Data is being processed
<i>Rights relating to automated decision making and profiling</i>	Data Subjects have the right to not be subject to an automated or profiling decisions

For more information about your Data Subject Rights, please refer to the ICO website - <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>

If you wish to exercise any of these rights, then please contact us using the details at the end of this notice.

You also have the right to lodge a complaint about our processing with the UK's Information Commissioner's Office – ico.gov.uk

HOW CAN WE PROCESS YOUR PERSONAL DATA IN THE FUTURE?

If we wish to use your personal data for a new purpose, not covered by this Fair Processing Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

CONTACT US

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 1 Frances Cottages,
 Denby Road,
 Cobham,
 Surrey.
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1.3 CONTRACTOR FPN

Medicolegal Associates understands the importance of Personal Data and has the protection of your data as its core.

This Fair Processing Notice / Privacy Notice is intended for contractors and will cover:

- What is your Personal Data?
- What information is being collected?
- Who is collecting it?
- Why is it being collected and how will it be used?
- Who will it be shared with?
- How long do we keep your Personal Data for?
- What are your privacy rights?

We are happy to answer your questions. Our contact details can be found at the end of this notice.

WHAT IS YOUR PERSONAL DATA?

Personal data relates to a living individual who can be identified using elements from that data, either as an individual item or in combination with other elements.

WHAT INFORMATION IS BEING COLLECTED?

We hold the following information:

<i>Identification</i>	Name, DoB
<i>Address</i>	Current address
<i>Contact</i>	Phone Numbers, Email Address,
<i>Other</i>	Bank Details, references

WHO IS COLLECTING IT?

Your Personal Data is collected from you directly.

WHY IS IT BEING COLLECTED AND HOW WILL IT BE USED?

Your Personal Data is required for your services to be engaged at Medicolegal Associates and to service invoices sent from you.

Your Personal Data is processed based on GDPR Legal Basis

<i>Legal Obligation</i>	Details are used for statutory reporting obligations such as passing on information to HMRC.
<i>Contract</i>	Your details will be used for your contract.

WHO WILL IT BE SHARED WITH?

Your Personal Data will be shared with:

<i>Accountant</i>	Your details will be passed to our Accountant for purposes of our Company Records and the payment of invoices.
<i>Other Medico legal Freelancers</i>	Your contact details may be passed to other Freelancers for the purpose of you completing work together.
Cloud Service and IT Providers	Your details will be stored and processed in DropBox and Google Sheets.

HOW LONG DO WE KEEP YOUR PERSONAL DATA FOR?

We are required to hold your Personal Data for seven years after the end of your engagements based on the current legal obligations from HMRC.

DO WE TRANSFER YOUR DATA OUTSIDE OF THE EU OR EEA?

We transfer your data to the USA and they are a non-adequate country for data transfer as determined by the EU Commission but don't worry, Dropbox and Google are in Privacy Shield. Privacy Shield is an agreement between the EU Commission and the US authorities which protects the transfer of your personal data. If you would like to know more about Privacy Shield, please visit privacyshield.gov.

WHAT ARE YOUR PRIVACY RIGHTS?

Under the General Data Protection Regulation (GDPR), Data Subjects have rights about their Personal Data:

<i>The right to be informed</i>	Provide Data Subjects with information about the processing activities being conducted. Contained in this notice.
<i>The right of access</i>	Provide Data Subjects with confirmation that their Personal Data is being processed and access to the Personal Data you hold.
<i>The right to recertification</i>	Data Subjects have the right to have inaccurate or incomplete Personal Data corrected
<i>The right to erasure</i>	Data Subjects have the right to have their Personal Data erased
<i>The right to restrict processing</i>	Data Subjects have the right to stop unnecessary processing of their Personal Data
<i>The right to data portability</i>	Data Subjects have the right to move their Personal Data between organisations
<i>The right to object</i>	Data Subjects have the right to object to how their Personal Data is being processed
<i>Rights relating to automated decision making and profiling</i>	Data Subjects have the right to not be subject to an automated or profiling decisions

For more information about your Data Subject Rights, please refer to the ICO website - <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>

If you wish to exercise any of these rights, then please contact us using the details at the end of this notice.

You also have the right to lodge a complaint about our processing with the UK's Information Commissioner's Office – ico.gov.uk

HOW CAN WE PROCESS YOUR PERSONAL DATA IN THE FUTURE?

If we wish to use your personal data for a new purpose, not covered by this Fair Processing Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

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1.4 SOLICITOR FPN

Medicolegal Associates understands the importance of Personal Data and has the protection of your data as its core.

This Fair Processing Notice / Privacy Notice is intended for Solicitors that use Medicolegal Associates and will cover:

- What is your Personal Data?
- What information is being collected?
- Who is collecting it?
- Why is it being collected and how will it be used?
- Who will it be shared with?
- How long do we keep your Personal Data for?
- What are your privacy rights?
- Do we transfer your data outside of the EU or EEA?

We are happy to answer your questions. Our contact details can be found at the end of this notice.

WHAT IS YOUR PERSONAL DATA?

Personal data relates to a living individual who can be identified using elements from that data, either as an individual item or in combination with other elements.

WHAT INFORMATION IS BEING COLLECTED?

We hold the following information:

<i>Identification</i>	Name
<i>Contact</i>	Address, Phone Numbers, Email Address

WHO IS COLLECTING IT?

Your Personal Data is collected from you directly.

WHY IS IT BEING COLLECTED AND HOW WILL IT BE USED?

Your Personal Data is required for our professional relationship for the purposes of:

- Bidding on Case work
- Constructing and delivering the Medico legal report or activities that you have instructed us to complete
- Answering queries from you
- Keeping you informed of progress
- Service messages, such as, Clinic Availability

Your Personal Data is processed based on GDPR Legal Basis

<i>Contract</i>	Your Personal Data will be used in order to satisfy the contract you have with Medicolegal Associates
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<i>Legitimate Interest</i>	Your Personal Data will be used to inform of Service Availability and Changes
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WHO WILL IT BE SHARED WITH?

We will only share your Personal Data with:

- Our appropriate staff as required.
- Your contact information may be shared with external specialists as part of the case notes or report.
- Cloud Service and IT Providers. We use cloud service and IT providers to provide the storage and applications.

HOW LONG DO WE KEEP YOUR PERSONAL DATA FOR?

We will retain your Personal Data for 7 years after settlement of your case for the purpose of future claims OR we will retain your Personal Data for 10 years after the last activity on your case.

DO WE TRANSFER YOUR DATA OUTSIDE OF THE EU OR EEA?

We transfer your data to the USA and they are a non-adequate country for data transfer as determined by the EU Commission but don't worry, Dropbox and Google are in Privacy Shield. Privacy Shield is an agreement between the EU Commission and the US authorities which protects the transfer of your personal data. If you would like to know more about Privacy Shield, please visit privacyshield.gov.

WHAT ARE YOUR PRIVACY RIGHTS?

Under the General Data Protection Regulation (GDPR), you have the following rights:

<i>The right to be informed</i>	Provide Data Subjects with information about the processing activities being conducted. Contained in this notice.
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<i>The right of access</i>	Provide Data Subjects with confirmation that their Personal Data is being processed and access to the Personal Data you hold.
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<i>The right to recertification</i>	Data Subjects have the right to have inaccurate or incomplete Personal Data corrected
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<i>The right to erasure</i>	Data Subjects have the right to have their Personal Data erased
<i>The right to restrict processing</i>	Data Subjects have the right to stop unnecessary processing of their Personal Data
<i>The right to data portability</i>	Data Subjects have the right to move their Personal Data between organisations
<i>The right to object</i>	Data Subjects have the right to object to how their Personal Data is being processed
<i>Rights relating to automated decision making and profiling</i>	Data Subjects have the right to not be subject to an automated or profiling decisions

For more information about your Data Subject Rights, please refer to the ICO website - <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>

If you wish to exercise any of these rights, then please contact us using the details at the end of this notice.

You also have the right to lodge a complaint about our processing with the UK's Information Commissioner's Office – ico.gov.uk

HOW CAN WE PROCESS YOUR PERSONAL DATA IN THE FUTURE?

If we wish to use your personal data for a new purpose, not covered by this Fair Processing Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

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1.5 REPORTS/EVIDENCE SUPPLY FPN

Medicolegal Associates understands the importance of Personal Data and has the protection of your data as its core.

This Fair Processing Notice / Privacy Notice is intended for contractors used at Medicolegal Associates and will cover:

- What is your Personal Data?
- What information is being collected?
- Who is collecting it?
- Why is it being collected and how will it be used?
- Who will it be shared with?
- How long do we keep your Personal Data for?
- What are your privacy rights?

We are happy to answer your questions. Our contact details can be found at the end of this notice.

WHAT IS YOUR PERSONAL DATA?

Personal data relates to a living individual who can be identified using elements from that data, either as an individual item or in combination with other elements.

WHAT INFORMATION IS BEING COLLECTED?

We hold the following information:

<i>Identification</i>	Name
<i>Address</i>	Current address
<i>Contact</i>	Phone Numbers, Email Address
<i>Other</i>	Billing Information

WHO IS COLLECTING IT?

Your Personal Data is collected from you directly.

WHY IS IT BEING COLLECTED AND HOW WILL IT BE USED?

Your Personal Data is required by Medicolegal Associates to process the reports/evidence you supply into the claimant's Medico legal report or activity. Your Personal Data will also be used to complete any Contract between us.

Your Personal Data is processed based on GDPR Legal Basis

<i>Contract</i>	Your details are used for processing/considering evidence supplied and for managing any contract between us.
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WHO WILL IT BE SHARED WITH?

Your Personal Data will be shared with:

- *Accountant* - Your details will be passed to our Accountant for purposes of our Company Records and the payment of invoices.
- *Other Medico legal employees/contractors* - Your details may be seen and/or used by our contractors as part of constructing the Medico legal report or activity for the claimant.
- *Cloud Service and IT Providers* - We use cloud service and IT providers to provide the storage and applications.
- *Solicitors* - Your details may be seen and/or used as part of the Medico legal report/activity for the claimant and passed to their Solicitor.

HOW LONG DO WE KEEP YOUR PERSONAL DATA FOR?

We will retain your Personal Data for 7 years after settlement of your case for the purpose of future claims OR we will retain your Personal Data for 10 years after the last activity on your case.

DO WE TRANSFER YOUR DATA OUTSIDE OF THE EU OR EEA?

We transfer your data to the USA and they are a non-adequate country for data transfer as determined by the EU Commission but don't worry, Dropbox and Google are in Privacy Shield. Privacy Shield is an agreement between the EU Commission and the US authorities which protects the transfer of your personal data. If you would like to know more about Privacy Shield, please visit privacyshield.gov.

WHAT ARE YOUR PRIVACY RIGHTS?

Under the General Data Protection Regulation (GDPR), you have the following rights:

<i>The right to be informed</i>	Provide Data Subjects with information about the processing activities being conducted. Contained in this notice.
<i>The right of access</i>	Provide Data Subjects with confirmation that their Personal Data is being processed and access to the Personal Data you hold.
<i>The right to rectification</i>	Data Subjects have the right to have inaccurate or incomplete Personal Data corrected
<i>The right to erasure</i>	Data Subjects have the right to have their Personal Data erased
<i>The right to restrict processing</i>	Data Subjects have the right to stop unnecessary processing of their Personal Data
<i>The right to data portability</i>	Data Subjects have the right to move their Personal Data between organisations
<i>The right to object</i>	Data Subjects have the right to object to how their Personal Data is being processed
<i>Rights relating to automated decision making and profiling</i>	Data Subjects have the right to not be subject to an automated or profiling decisions

For more information about your Data Subject Rights, please refer to the ICO website - <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>

If you wish to exercise any of these rights, then please contact us using the details at the end of this notice.

You also have the right to lodge a complaint about our processing with the UK's Information Commissioner's Office – ico.gov.uk

HOW CAN WE PROCESS YOUR PERSONAL DATA IN THE FUTURE?

If we wish to use your personal data for a new purpose, not covered by this Fair Processing Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

CONTACT US

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1.6 JOB APPLICANT FPN

Medicolegal Associates understands the importance of Personal Data and has the protection of your data as its core.

This Fair Processing Notice / Privacy Notice is intended for anyone applying for a role at Medicolegal Associates and will cover:

- What is your Personal Data?
- What information is being collected?
- Who is collecting it?
- Why is it being collected and how will it be used?
- Who will it be shared with?
- How long do we keep your Personal Data for?
- What are your privacy rights?
- Do we transfer your data outside of the EU or EEA?

We are happy to answer your questions. Our contact details can be found at the end of this notice.

WHAT IS YOUR PERSONAL DATA?

Personal data relates to a living individual who can be identified using elements from that data, either as an individual item or in combination with other elements.

WHAT INFORMATION IS BEING COLLECTED?

We hold the following information:

<i>Identification</i>	Name, Previous Surname, Other Names, DoB
<i>Address</i>	Previous addresses, Current address
<i>Contact</i>	Home Phone, Mobile, Email Address
Employment	Previous Employment, Medical/Disability Information (for interview arrangements)

WHO IS COLLECTING IT?

Your Personal Data is collected from you directly via the application form.

WHY IS IT BEING COLLECTED AND HOW WILL IT BE USED?

Your Personal Data is required for Medicolegal Associates to consider your application. Your Personal Data is used to conduct the mandatory statutory checks.

Your Personal Data is processed based on GDPR Legal Basis

<i>Contract</i>	Your details are used for application processing and consideration.
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WHO WILL IT BE SHARED WITH?

Your Personal Data will be shared with:

<i>HR Staff</i>	Your details will be passed to our HR staff for processing of your application.
<i>Selection Panel</i>	Your details may be passed to our Selection Panel as part of the interview process.
<i>Cloud Service and IT Providers</i>	We use cloud service and IT providers to provide the storage and applications.

HOW LONG DO WE KEEP YOUR PERSONAL DATA FOR?

If unsuccessful, we will retain your application information for six-months in case of any employment claims.

DO WE TRANSFER YOUR DATA OUTSIDE OF THE EU OR EEA?

We transfer your data to the USA and they are a non-adequate country for data transfer as determined by the EU Commission but don't worry, Dropbox and Google are in Privacy Shield. Privacy Shield is an agreement between the EU Commission and the US authorities which protects the transfer of your personal data. If you would like to know more about Privacy Shield, please visit privacyshield.gov.

WHAT ARE YOUR PRIVACY RIGHTS?

Under the General Data Protection Regulation (GDPR), you have the following rights:

<i>The right to be informed</i>	Provide Data Subjects with information about the processing activities being conducted. Contained in this notice.
<i>The right of access</i>	Provide Data Subjects with confirmation that their Personal Data is being processed and access to the Personal Data you hold.
<i>The right to rectification</i>	Data Subjects have the right to have inaccurate or incomplete Personal Data corrected
<i>The right to erasure</i>	Data Subjects have the right to have their Personal Data erased
<i>The right to restrict processing</i>	Data Subjects have the right to stop unnecessary processing of their Personal Data
<i>The right to data portability</i>	Data Subjects have the right to move their Personal Data between organisations
<i>The right to object</i>	Data Subjects have the right to object to how their Personal Data is being processed
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For more information about your Data Subject Rights, please refer to the ICO website - <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>

If you wish to exercise any of these rights, then please contact us using the details at the end of this notice.

You also have the right to lodge a complaint about our processing with the UK's Information Commissioner's Office – ico.gov.uk

HOW CAN WE PROCESS YOUR PERSONAL DATA IN THE FUTURE?

If we wish to use your personal data for a new purpose, not covered by this Fair Processing Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

CONTACT US

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2. NEXT OF KIN FPN

<< THIS STATEMENT IS TO BE GIVEN TO STAFF TO PASS TO NEXT OF KIN >>

Medicolegal Associates understands the importance of Personal Data and has the protection of your data as its core.

This Fair Processing Notice / Privacy Notice is intended for 'Next of Kin' identified by staff members at Medicolegal Associates.

We are happy to answer your questions. Our contact details can be found at the end of this notice.

WHAT IS YOUR PERSONAL DATA?

Personal data relates to a living individual who can be identified using elements from that data, either as an individual item or in combination with other elements.

WHAT INFORMATION IS BEING COLLECTED?

We hold the following information:

<i>Identification</i>	Name
<i>Address</i>	Previous addresses, Current address
<i>Contact</i>	Home Phone, Mobile, Email Address

WHO IS COLLECTING IT?

Your Personal Data is collected from the staff member via the application process.

WHY IS IT BEING COLLECTED AND HOW WILL IT BE USED?

Your Personal Data is required to satisfy Legitimate Interest as part of employing staff.

WHO WILL IT BE SHARED WITH?

Your Personal Data will not be shared externally to the Medicolegal Associates, other than our Cloud Storage and IT Providers.

DO WE TRANSFER YOUR DATA OUTSIDE OF THE EU OR EEA?

We transfer your data to the USA and they are a non-adequate country for data transfer as determined by the EU Commission but don't worry, Dropbox and Google are in Privacy Shield. Privacy Shield is an agreement between the EU Commission and the US authorities which protects the transfer of your personal data. If you would like to know more about Privacy Shield, please visit privacyshield.gov.

HOW LONG DO WE KEEP YOUR PERSONAL DATA FOR?

We are required to hold your Personal Data until the end of the staff member's employment.

WHAT ARE YOUR PRIVACY RIGHTS?

Under the General Data Protection Regulation (GDPR), you have the following rights:

<i>The right to be informed</i>	Provide Data Subjects with information about the processing activities being conducted. Contained in this notice.
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<i>Rights relating to automated decision making and profiling</i>	Data Subjects have the right to not be subject to an automated or profiling decisions

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If you wish to exercise any of these rights, then please contact us using the details at the end of this notice.

You also have the right to lodge a complaint about our processing with the UK's Information Commissioner's Office – ico.gov.uk

HOW CAN WE PROCESS YOUR PERSONAL DATA IN THE FUTURE?

If we wish to use your personal data for a new purpose, not covered by this Fair Processing Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

CONTACT US

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3. REFERENCES FPN

Medicolegal Associates understands the importance of Personal Data and has the protection of your data as its core.

This Fair Processing Notice / Privacy Notice is intended for 'References' identified by staff members at Medicolegal Associates.

We are happy to answer your questions. Our contact details can be found at the end of this notice.

WHAT IS YOUR PERSONAL DATA?

Personal data relates to a living individual who can be identified using elements from that data, either as an individual item or in combination with other elements.

WHAT INFORMATION IS BEING COLLECTED?

We hold the following information:

<i>Identification</i>	Name
<i>Contact</i>	Mobile, Email Address

WHO IS COLLECTING IT?

Your Personal Data is collected from the staff member via the application process.

WHY IS IT BEING COLLECTED AND HOW WILL IT BE USED?

Your Personal Data is required to satisfy Legitimate Interest as part of employing staff.

WHO WILL IT BE SHARED WITH?

Your Personal Data will not be shared externally to the Medicolegal Associates.

DO WE TRANSFER YOUR DATA OUTSIDE OF THE EU OR EEA?

We transfer your data to the USA and they are a non-adequate country for data transfer as determined by the EU Commission but don't worry, Dropbox and Google are in Privacy Shield. Privacy Shield is an agreement between the EU Commission and the US authorities which protects the transfer of your personal data. If you would like to know more about Privacy Shield, please visit privacyshield.gov.

HOW LONG DO WE KEEP YOUR PERSONAL DATA FOR?

We are required to hold your Personal Data until the end of the staff member's employment.

WHAT ARE YOUR PRIVACY RIGHTS?

Under the General Data Protection Regulation (GDPR), you have the following rights:

<i>The right to be informed</i>	Provide Data Subjects with information about the processing activities being conducted. Contained in this notice.
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<i>The right to erasure</i>	Data Subjects have the right to have their Personal Data erased
<i>The right to restrict processing</i>	Data Subjects have the right to stop unnecessary processing of their Personal Data
<i>The right to data portability</i>	Data Subjects have the right to move their Personal Data between organisations
<i>The right to object</i>	Data Subjects have the right to object to how their Personal Data is being processed
<i>Rights relating to automated decision making and profiling</i>	Data Subjects have the right to not be subject to an automated or profiling decisions

For more information about your Data Subject Rights, please refer to the ICO website - <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>

If you wish to exercise any of these rights, then please contact us using the details at the end of this notice.

You also have the right to lodge a complaint about our processing with the UK's Information Commissioner's Office – ico.gov.uk

CONTACT US

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Medicolegal Associates is registered with the Information Commissioner's Office (ZA108722)