

carpenters

## **Data Protection Policy 2018**

## Introduction

Carpenters Limited are required to process personal and special category data about living individuals for the purposes of satisfying operational and legal obligations. Carpenters Limited recognises the importance of the correct and lawful treatment of personal data. The types of personal data that Carpenters Limited process data that concerns clients, current employees and/or potential employees.

This personal data, whether it is held on paper, on computer or other media, will be subject to the appropriate legal safeguards as specified in both the Data Protection Act 2018 and the General Data Protection Regulations.

Carpenters Limited fully endorse and adhere to the six data Principles. These Principles specify the legal conditions that must be satisfied in relation to obtaining, handling, processing, transporting, and storing personal data and they are the first point of consideration for the regulator when assessing compliance.

## Principles

The principles require that processing of personal data shall:

- be lawful and fair;
- be specified, explicit and legitimate;
- be adequate, relevant and not excessive;
- be accurate and kept up to date;
- be kept for no longer than is necessary;
- be processed in a secure manner.

## Reporting Breaches

Breaches of our Data Protection Policy or procedures must be reported **verbally** to the Risk & Compliance Department **immediately** (ext. 3463 or 3574) or to Dave McCready (ext. 3387) and followed up using the form on the R&C intranet or from GDPR intranet page. You will then be required to complete an internal Breach Reporting Form.

## Individual Rights

All individuals, whether clients or employees, have controls and rights as to how their data is processed. We operate an Individual Rights Policy (see GDPR on the intranet). These are:

1. The right to be informed;
2. The right of access (called a subject access request, see below);
3. The right to rectification (updated);
4. The right to erasure;
5. The right to restrict processing;
6. The right to data portability;
7. The right to object;
8. Rights in relation to automated decision making and profiling (we do not do this).

These rights are subject to our obligations under regulation and/or legislation.

## Information Security

Carpenters Solicitors are accredited with ISO 27001 Data Security accreditation. You can contact David McCready who has responsibility for data security management / ISO27001.

## Subject Access Request

There is no charge for doing this and there is a process within VF legal and insurance from the file cover (see GDPR section of the intranet).

Employees and other subjects of personal data held by Carpenters Limited have the right to access any personal data that is being kept about them. This is relevant to paper based information and computer based records. This right is subject to certain exemptions which are set out in the Data Protection Act. Any person who wishes to exercise this right should make the request in writing to the Data Protection Officer, Maria Rodman.

Carpenters Limited aims to comply with requests for access to personal information as quickly as possible, but will ensure that it is provided within 30 days of receipt of a request unless there is good reason for delay. In such cases, the reason for delay or exemption to compliance will be explained in writing to the individual making the request.

## **Employee Responsibilities**

All employees must ensure that:

- any personal data they are given is updated via the Individual Rights process;
- they attend any training as required;
- they immediately report any actual or potential breaches verbally;
- take care to ensure that all documentation is accurate, relevant and sent to the correct recipient.

All employee related data must be provided to HR for storing centrally by HR to ensure we have an accurate record.

## **Data Security**

The need to ensure that data is kept securely means that precautions must be taken against physical loss or damage, and that both access and disclosure must be restricted to relevant and authorised parties. All staff are responsible for ensuring that any personal data held is kept securely; personal information is not disclosed either orally, in writing or otherwise to any unauthorised third party without consent to do so.

All incoming and outgoing calls that involve client information must go through our Data Protection checks before the claim can be discussed. This relies on checking being made for all incoming and outgoing calls that involve client information. Our checks are system driven and must be followed. If any suspicions are held in the course of undertaking these checks, you must terminate the call. MI is obtained on system DPA.

If a client calls and you do not have access to the system, before discussing the claim, we would request that they provide:

- their full address;
- their date of birth;
- a contact number or email address or occupation.

## **We must not divulge any information to them; they must give it to us.**

If an Insurer calls we must obtain:

- the names of the parties;
- the date of the accident;
- our client's registration and their insured's registration.

There is a set procedure to be followed within our case management system.

## **Lawful Processing**

All clients will receive our Fair Processing Notice setting out how we will use their data. Where we process special category data which is medical/health information, we obtain specific consent. Processing may be necessary to operate policies, such as health and safety and equal opportunities.

## **Retention of Data**

Carpenters Limited will keep some forms of information for longer than others according to statutory or regulatory requirements. The company maintains a Data Retention Policy which sets out the requirements.

## **Client Breaches**

Any breach of the Data Protection Policy will be taken seriously and may result in formal action against any member of staff who is found to be negligent or acting criminally in the handling of any personal data. Any breach of data will be fully investigated and reported to any clients affected as soon as possible.

## **Employee Data Accuracy**

Any employee who considers that the policy has not been followed in respect of their own personal data should raise the matter with their Line Manager or the Data Protection Officer in the first instance.

Failure to comply with company policy and procedures may result in disciplinary proceedings against an employee.

## **Training**

We provide training on data protection and information security at induction, annual refresher basis and as required when internal policies, processes and/or legislation changes. If you have not received this or just want more training, let your manager know or contact the training department.

## **Data Protection Officer**

The Data Protection Officer is responsible for ensuring compliance with Data Protection regulations and implementation of this policy on behalf of the Partners.

The Data Protection Officer, Maria Rodman, Carpenters, Leonard House, Scotts Quays, Birkenhead, CH41 1FB  
[mro@carpenters-law.co.uk](mailto:mro@carpenters-law.co.uk)

Any questions or concerns about the interpretation or operation of this policy should be taken up in the first instance with the Data Protection Officer (ext. 3463).