

## **Employee Data Privacy Statement: Use of your personal data**

### **Law Society of Ireland**



The Law Society of Ireland (**'we'**, **'us'**, **'our'**) takes its responsibilities under applicable data protection law, including the General Data Protection Regulation and implementing legislation ("**Data Protection Law**") very seriously. The purpose of this notice is to inform you of the data relating to you that we may collect and use and the uses (including disclosures to third parties) we may make of your data in connection with your employment with us.

The Law Society of Ireland is the controller in respect of employee data and has its main place of business at Blackhall Place, Dublin 7, Ireland.

If you have any questions about our use of your personal data, please contact Human Resources at [hr@lawsociety.ie](mailto:hr@lawsociety.ie)

### **What information do we collect?**

We may collect, have transferred to us and process data relating to you during the course of our employment relationship with you (and afterwards as set out below). Such data may include:

- your name, personal and contact details, including your address, email address and telephone number, gender, marital or civil partnership status;
- a copy of official photographic identification;
- PPS number;
- next of kin details;
- educational or employment background and details of current and former positions, CVs and references;
- your financial details including details about your bank account and tax affairs, including IBAN, BIC and PPS numbers;
- information concerning your physical or mental health and whether you are a member of a trade union;
- records of grievances or disciplinary action;
- your training details;
- the hours you have worked and any absences from work;
- details regarding your performance (e.g. your performance metrics and "talent profiles") and any related incentive or bonus related information;

- details of statutory entitlements in connection with your employment (e.g. maternity/paternity leave, parental leave, family income support, etc.;
- pension and insurance details and documentation;
- details of your relevant criminal records and your presence on any debarment or sanction lists (or other related information), if any;
- details of your use of our information technology and communications, as described in further detail in the Law Society of Ireland IT Security Policy;
- any other personal information you have provided directly to us or authorised us to receive from third parties.

### **Purpose of processing and legal bases**

Your personal data may be used by us and by third party service providers acting on our behalf for the purposes set out your contract of employment and in our internal policies and procedures and for other purposes connected with employment including, but not limited to:

- a. recruitment, training, career development, promotion, management and monitoring attendance and performance;
- b. recording hours worked, calculating and paying wages & salaries, pensions, bonuses and other benefits, insurance, tax and other employee related costs and expenses;
- c. dealing with discipline and grievances issues;
- d. health and safety arrangements, including maintaining details of your next of kin to be contacted in the event of an emergency;
- e. providing references to potential future employers;
- f. to comply with our legal and regulatory obligations.

The legal bases on which we collect, process and transfer your information in the manner described above are:

- a. where any such processing is necessary for the performance of your employment contract with us;
- b. our legitimate interests in conducting our business in a responsible and commercially prudent manner. We will not process your personal data for these purposes if to do so would constitute an unwarranted interference with your own interests, rights and freedoms; and
- c. to comply with our legal and regulatory obligations.

The legal bases on which we collect, process and transfer special categories of data relating to you in the manner described above are:

- a. where such processing is necessary to comply with our obligations or to exercise our rights under employment and social security and social protection law;
- b. to enable you to exercise your rights under employment and social security and social protection law;
- c. where such processing is necessary to assess your working capacity; or
- d. in limited circumstances, where you have given your explicit consent to such processing.

### **Sources of data**

As well as collecting information from you directly, we also receive or obtain information relating to you from your manager and colleagues, from your use of our technology systems and from third parties, such as suppliers, customers and previous employers.

### **Recipients of data**

We may disclose your personal data to third party recipients in connection with the above purposes, including:

- to third parties who we engage to provide services or benefits to us or to you, such as professional advisers, auditors, insurers and outsourced service providers (e.g. payroll services providers), health insurers and pension trustees;
- to competent regulatory authorities and other bodies as requested or required by law; and
- to parties specified in the Law Society of Ireland Pension and Life Assurance Scheme Data Privacy Statement and in the Law Society of Ireland Defined Contribution Plan Data Privacy Statement.

### **Retention**

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

We will retain your personal data for the duration of your employment contract with us and for such a period of time after your employment contract ends as is necessary to comply with our obligations under applicable law and, if relevant, to deal with any claim or dispute that might arise in connection with your employment.

To determine the appropriate retention period for personal data, we consider the amount, nature, and sensitivity of the personal data, the potential risk of harm from unauthorised use or disclosure of your personal data, the purposes for which we process your personal data and whether we can achieve those purposes through other means, and the applicable legal requirements.

### **Necessity of provision of certain information and consequences**

There are certain pieces of information that are required so that we can administer your employment in accordance with your employment contract and our obligations under

applicable law, such as your PPS number and your bank account details for paying wages & salaries and applicable taxes, etc. If you do not provide us with this information, then we may not be in a position to continue dealing with you in compliance with our obligations and internal policies, or to perform tasks for your benefit.

### **Transfers abroad**

In connection with the above there are circumstances where we will transfer your personal data outside the European Economic Area. These transfers are made to Natural HR Limited whose registered office is at Suite 5, 137 Newhall Street, Birmingham B3 1SF, United Kingdom and to Pingboard, Inc. whose registered office is at 4303 Russell Dr, Austin, TX 78704 USA. We have put safeguards in place to protect the personal data so transferred through the use of appropriate agreements using the EU Commission-approved Standard Contractual Clauses for controllers or processors, as appropriate. If you would like to receive further details of the measures that we have taken in this regard, please contact [hr@lawsociety.ie](mailto:hr@lawsociety.ie)

### **Your rights**

You have the following rights, in certain circumstances and subject to certain restrictions, in relation to your personal data:

**Right to access the data** – You have the right to request a copy of the personal data that we hold about you, together with other information about our processing of that personal data.

**Right to rectification** – You have the right to request that any inaccurate data that is held about you is corrected, or if we have incomplete information you may request that we update the information such that it is complete.

**Right to erasure** – You have the right to request us to delete personal data that we hold about you. This is sometimes referred to as the right to be forgotten.

**Right to restriction of processing or to object to processing** – You have the right to request that we no longer process your personal data for particular purposes, or to object to our processing of your personal data for particular purposes.

**Right to data portability** – You have the right to request us to provide you, or a third party, with a copy of your personal data in a structured, commonly used machine readable format.

If you wish to exercise any of the rights set out above, please contact [hr@lawsociety.ie](mailto:hr@lawsociety.ie)

### **Complaints**

If you have any queries or complaints in connection with our processing of your personal data, you can contact [hr@lawsociety.ie](mailto:hr@lawsociety.ie)

You also have the right to lodge a complaint with the Irish Data Protection Commission if you are not happy with the way we have used your information or addressed your rights. Details of how to lodge a complaint can be found at (<https://www.dataprotection.ie/en/contact/how-contact-us> ) or you can call the Data Protection Commission at 353 (0)761 104 800.