

**Personal Data Processing Activities and Time Limits of Data Storage**

Data Protection Officer: Chloe Leyland

Category of personal data (1)	Purposes of processing (2)	Category of data subject (3)	Category of recipients to whom the data has been or will be disclosed) (4) <sup>1</sup>	Information about transfers to third countries or to international organisations (5) <sup>2</sup>	Envisaged time limits for erasure of the data (6)	Where possible, a general description of the technical and organisational security measures adopted (7)	Legal basis for processing (8)	Legal basis for processing special categories of personal data or data on criminal convictions and offences (9)
1. Personal information and contact details, including name, address, telephone numbers, personal e-mail address, date of birth, gender and emergency contact details	<p>For HR, personnel management and business administration purposes</p> <p>To enable the business to maintain accurate employee records and contact details</p>	<p>Job applicants</p> <p>Current employees</p> <p>Former employees</p>	<p>Professional advisors, e.g. accountants and auditors</p> <p>The client to whom the job applicant or current employee is assigned to work or could potentially work.</p> <p>3<sup>rd</sup> party data processing HR Support team based in Mauritius for the purpose of conducting reference and background checks and general HR Support.</p> <p>3<sup>rd</sup> party Applicant Tracking System data processing platform. Data stored in the USA. For the purpose of job applications.</p> <p>3<sup>rd</sup> party chatbot system. Data stored in the USA. For the purpose of job applications and queries.</p>	<p>3<sup>rd</sup> party processing HR Support team based in Mauritius. Specific contracts are in place with each processor, full training has been provided, all personal data information accessed is password protected and housed on a UK cloud system. No hard copies of information are created or housed outside the UK Head Office. No details saved on personal computers housed outside the UK.</p> <p>3<sup>rd</sup> party Applicant Tracking System data processor based in the USA. Specific controller to processor data protection agreements agreed to ensure security of personal data in compliance with strict GDPR regulations. Also Privacy Shield protected. Candidate/employee must</p>	<p>Unsuccessful job applicants: one year after the end of the recruitment exercise</p> <p>Current employees: not erased.</p> <p>Former employees: one year after the end of their employment, subject to any minimum statutory requirements for particular records.</p>	<p>Manual data held in locked office. Only Head Office Management Team has access to this.</p> <p>Electronic data held on local network. No other access can be gained externally. UK Server held in a secure locked cupboard within Head Office. Only the management team has access to this.</p> <p>Personal data sent to clients is sent only to specific authorised Client Managers. Deletion of information agreements in place. Where possible other information required by the client is attached to a Share Point with strict access.</p> <p>There is a Specific Data Breach Policy &amp; Response Plan.</p>	<p>Necessary for the performance of the employment contract (or to take steps to enter into an employment contract)</p> <p>Necessary for compliance with a legal obligation</p> <p>Necessary for the legitimate interests of the business</p>	

<sup>1</sup> including recipients in third countries or international organisations

<sup>2</sup> including details of appropriate safeguards in place

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			<p>3<sup>rd</sup> party referencing data processor for the purpose of references and background checks. Data stored in Germany.</p> <p>3<sup>rd</sup> party psychometric profiling processor. Data stored in France. For the purpose of recruitment.</p> <p>3<sup>rd</sup> party video interview platform. Data stored in France. For the purpose of the recruitment process.</p> <p>3<sup>rd</sup> part client relations management system. Data stored in USA. For the purpose of sales and marketing and storing customer details.</p> <p>3<sup>rd</sup> part Ticketing system/chatbot. Data stored in USA. For the purpose of customer service queries for clients for QuestAI.</p>	<p>accept 3<sup>rd</sup> party privacy policy and T&amp;C's before entering data.</p> <p>3<sup>rd</sup> party chatbot data processor based in the USA. Specific controller to processor data protection agreements agreed to ensure security of personal data in compliance with strict GDPR regulations. Also Privacy Shield protected. Candidate/employee must accept 3<sup>rd</sup> party privacy policy and T&amp;C's before entering data.</p> <p>3<sup>rd</sup> party psychometric profiling processor. Data stored in France. For the purpose of recruitment. Specific controller to processor data protection agreements in place to ensure security of personal data in compliance with strict GDPR regulations. Password protected for user access. Candidates must accept 3<sup>rd</sup> party privacy policy before continuing.</p> <p>3<sup>rd</sup> party video interview platform. Data stored in France. For the purpose of the</p>		<p>All computers which have access to information are password protected.</p> <p>Specific controller to processor data protection agreements for UK storage in place to ensure security of personal data in compliance with strict GDPR regulations.</p> <p>Specific controller to processor data protection agreements for third country storage in place to ensure security of personal data in compliance with strict GDPR regulations.</p> <p>GDPR training is part of all Monarch Personnel's management teams development and induction. 3<sup>rd</sup> party HR Support processors will receive training as well.</p>		

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				<p>recruitment process. Specific controller to processor data protection agreements in place to ensure security of personal data in compliance with strict GDPR regulations. Password protected for user access. Candidates must accept 3<sup>rd</sup> party privacy policy before continuing.</p> <p>3<sup>rd</sup> party Client Relations Management system data processor based in the USA. Specific controller to processor data protection agreements agreed to ensure security of personal data in compliance with strict GDPR regulations. Also Privacy Shield protected.</p> <p>3<sup>rd</sup> party reference processor. Data stored in Germany. For the purpose of recruitment. Specific controller to processor data protection agreements in place to ensure security of personal data in compliance with strict GDPR regulations. Password protected for user access. Candidates must accept</p>				

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				<p>3<sup>rd</sup> party privacy policy before continuing.</p> <p>3<sup>rd</sup> party ticketing system/ chatbot data processor based in the USA. Specific controller to processor data protection agreements agreed to ensure security of personal data in compliance with strict GDPR regulations. Also Privacy Shield protected.</p>					
2.	<p>Recruitment records, including CVs, application forms, interview notes, references, proof of right to work in the UK, licence checks, qualification certificates, other background checks, psychometric profiles, recorded video interviews and specific completed tests.</p>	<p>For HR, personnel management and business administration purposes</p> <p>To assess the suitability of job applicants for employment</p> <p>To comply with legislative and/or regulatory requirements</p> <p>For defence against possible legal claims</p>	<p>Job applicants</p> <p>Current employees</p> <p>Former employees</p>	<p>3<sup>rd</sup> party processors HR Support team based in Mauritius for the purpose of conducting reference and background checks and general HR Support.</p> <p>Professional advisors, e.g. accountants and auditors</p> <p>The client to whom the job applicant or current employee is assigned to work or potential assignments that could be completed.</p> <p>3<sup>rd</sup> party applicant tracking system data processing platform.</p>	<p>3<sup>rd</sup> party processing HR Support team based in Mauritius. Specific contracts are in place with each processor, full training has been provided, all personal data information accessed is password protected and housed on a UK cloud system. No hard copies of information are created or housed outside the UK Head Office. No details saved on personal computers housed outside the UK.</p> <p>3<sup>rd</sup> party Applicant Tracking System data processor based in the USA. Specific</p>	<p>Unsuccessful job applicants: one year after the end of the recruitment exercise</p> <p>Current employees: not erased</p> <p>Former employees: one year after the end of their employment, subject to any minimum statutory requirements for particular records.</p>	<p>Manual data held in locked office. Only Head Office Management Team has access to this.</p> <p>Electronic data held on local network. No other access can be gained externally. UK Server held in a secure locked cupboard within Head Office. Only the management team has access to this.</p> <p>Personal data sent to clients is sent only to specific authorised Client Managers. Deletion of information agreements in place. Where possible</p>	<p>Necessary for the performance of the employment contract (or to take steps to enter into an employment contract)</p> <p>Necessary for compliance with a legal obligation</p> <p>Necessary for the legitimate interests of the business</p>	

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			<p>Data stored in the USA for the purpose of the recruitment process.</p> <p>3<sup>rd</sup> party video interview platform. Data stored in France. For the purpose of the recruitment process.</p> <p>3<sup>rd</sup> party referencing data processor for the purpose of references and background checks. Data stored in Germany.</p> <p>3<sup>rd</sup> party psychometric profiling processor. Data stored in France. For the purpose of recruitment.</p> <p>3<sup>rd</sup> party licence checks platform for the purpose of background checks. Data stored in UK.</p>	<p>controller to processor data protection agreements agreed to ensure security of personal data in compliance with strict GDPR regulations. Candidate/employee must accept 3<sup>rd</sup> party privacy policy and T&amp;C's before entering data.</p> <p>3<sup>rd</sup> party psychometric profiling processor. Data stored in France. For the purpose of recruitment. Specific controller to processor data protection agreements in place to ensure security of personal data in compliance with strict GDPR regulations. Password protected for user access. Candidates must accept 3<sup>rd</sup> party privacy policy before continuing.</p> <p>3<sup>rd</sup> party video interview platform. Data stored in France. For the purpose of the recruitment process. Specific controller to processor data protection agreements in place to ensure security of personal data in compliance with strict GDPR regulations. Password pro-</p>		<p>other information required by the client is attached to a Share Point with strict access.</p> <p>There is a Specific Data Breach Policy &amp; Response Plan.</p> <p>All computers which have access to information are password protected.</p> <p>Specific controller to processor data protection agreements for UK storage in place to ensure security of personal data in compliance with strict GDPR regulations.</p> <p>Specific controller to processor data protection agreements for third country storage in place to ensure security of personal data in compliance with strict GDPR regulations.</p> <p>GDPR training is part of all Monarch Personnel's management teams development and induction. 3<sup>rd</sup> party HR Support processors will receive training as well</p>		

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				<p>ected for user access. Candidates must accept 3<sup>rd</sup> party privacy policy before continuing.</p> <p>3<sup>rd</sup> party reference processor. Data stored in Germany. For the purpose of recruitment. Specific controller to processor data protection agreements in place to ensure security of personal data in compliance with strict GDPR regulations. Password protected for user access. Candidates must accept 3<sup>rd</sup> party privacy policy before continuing.</p>				
3.	<p>Recruitment records containing special categories of personal data and/or data on criminal convictions and offences, including criminal record checks and health information</p>	<p>For HR, personnel management and business administration purposes</p> <p>To assess the suitability of job applicants for employment</p> <p>To comply with legislative and/or regulatory requirements</p> <p>To comply with the duty to make reasonable adjustments for disabled applicants and employees</p>	<p>Job applicants</p> <p>Current employees</p> <p>Former employees</p>	<p>3<sup>rd</sup> party processing HR Support team based in Mauritius for the purpose of conducting reference and background checks and general HR Support.</p> <p>Professional advisors, e.g. accountants and auditors</p> <p>The client to whom the job applicant or current employee is assigned to work.</p>	<p>3<sup>rd</sup> party processing HR Support team based in Mauritius. Specific contracts are in place with each processor, full training has been provided, all personal data information accessed is password protected and housed on a UK cloud system. No hard copies of information are created or housed outside the UK Head Office. No details saved on personal computers housed</p>	<p>Unsuccessful job applicants: one year after the end of the recruitment exercise</p> <p>Current employees: not erased.</p> <p>Former employees: one year after the end of their employment, subject to any minimum statutory requirements for particular records</p>	<p>Manual data held in locked office. Only Head Office Management Team has access to this.</p> <p>Electronic data held on local network. No other access can be gained externally. UK Server held in a secure locked cupboard within Head Office. Only the management team has access to this.</p> <p>Personal data sent to</p>	<p>Necessary to perform or exercise obligations or rights under employment law</p> <p>Special categories of personal data and data on criminal convictions and offences are retained and erased in accordance with our policy document covering this</p>

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	For defence against possible legal claims		3 <sup>rd</sup> party Applicant Tracking System data processing platform. Data stored in the USA for the purpose of recruitment.	outside the UK.  3 <sup>rd</sup> party Applicant Tracking System data processor based in the USA. Specific controller to processor data protection agreements agreed to ensure security of personal data in compliance with strict GDPR regulations. Must accept 3 <sup>rd</sup> party privacy policy and T&C's before entering data.		<p>clients is sent only to specific authorised Client Managers. Deletion of information agreements in place. Where possible other information required by the client is attached to a Share Point with strict access.</p> <p>There is a Specific Data Breach Policy &amp; Response Plan.</p> <p>All computers which have access to information are password protected.</p> <p>Specific controller to processor data protection agreements for UK storage in place to ensure security of personal data in compliance with strict GDPR regulations.</p> <p>Specific controller to processor data protection agreements for third country storage in place to ensure security of personal data in compliance with strict GDPR regulations.</p> <p>GDPR training is part of all Monarch Personnel's management</p>		

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						teams development and induction. 3 <sup>rd</sup> party HR Support processors will receive training as well.			
4.	<p>Job offer letters, employment contracts, written statements of employment terms, pay review and bonus letters, statements of changes to employment terms and related correspondence</p>	<p>For HR, personnel management and business administration purposes</p> <p>To maintain an accurate record of employment terms and to ensure compliance with employees' statutory and contractual rights</p> <p>For defence against possible legal claims</p>	<p>Current employees</p> <p>Former employees</p>	<p>3<sup>rd</sup> party processing HR Support team based in Mauritius for the purpose of conducting reference and background checks and general HR Support.</p> <p>Professional advisors, e.g. accountants and auditors</p> <p>The client to whom the job applicant or current employee is assigned to work.</p> <p>3<sup>rd</sup> party e-signature platform for the purpose of sending and tracking signature processes for documentation that requires signature. Data stored in Ireland.</p>	<p>3<sup>rd</sup> party processing HR Support team based in Mauritius. Specific contracts are in place with each processor, full training has been provided, all personal data information accessed is password protected and housed on a UK cloud system. No hard copies of information are created or housed outside the UK Head Office. No details saved on personal computers housed outside the UK.</p>	<p>Current employees: not erased</p> <p>Former employees: one year after the end of their employment, subject to any minimum statutory requirements for particular records.</p>	<p>Manual data held in locked office. Only Head Office Management Team has access to this.</p> <p>Electronic data held on local network. No other access can be gained externally. UK Server held in a secure locked cupboard within Head Office. Only the management team has access to this.</p> <p>Personal data sent to clients is sent only to specific authorised Client Managers. Deletion of information agreements in place. Where possible other information required by the client is attached to a Share Point with strict access.</p> <p>There is a Specific Data Breach Policy &amp; Response Plan.</p> <p>All computers which have access to information are password</p>	<p>Necessary for the performance of the employment contract (or to take steps to enter into an employment contract)</p> <p>Necessary for compliance with a legal obligation</p> <p>Necessary for the legitimate interests of the business</p>	



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						<p>protected.</p> <p>Specific controller to processor data protection agreements for UK storage in place to ensure security of personal data in compliance with strict GDPR regulations.</p> <p>GDPR training is part of all Monarch Personnel's management teams development and induction. 3<sup>rd</sup> party HR Support processors will receive training as well.</p>		
5.	<p>Financial, payroll and tax information, including salary, timesheets, benefits, pension, bank account details, tax codes and NI numbers</p> <p>For HR, personnel management and business administration purposes</p> <p>To ensure employees are paid correctly and receive the correct benefits</p> <p>To ensure compliance with income tax requirements</p> <p>For defence against possible legal claims</p> <p>To ensure compliance with WTD requirements</p>	<p>Current employees</p> <p>Former employees</p>	<p>3<sup>rd</sup> party processing HR Support team based in Mauritius for the purpose of general HR support administration.</p> <p>Professional advisors, e.g. accountants and auditors</p> <p>3<sup>rd</sup> party payroll and invoicing software. Data stored in UK. For the purpose of payroll for employees.</p> <p>3<sup>rd</sup> party pension scheme provider. Data stored in UK. For the purpose of pension contribution by employee and em-</p>	<p>3<sup>rd</sup> party processing HR Support team based in Mauritius. Specific contracts are in place with each processor, full training has been provided, all personal data information accessed is password protected and housed on a UK cloud system. No hard copies of information are created or housed outside the UK Head Office. No details saved on personal computers housed outside the UK.</p> <p>3<sup>rd</sup> party employee attendance timesheet clocking in/out soft-</p>	<p>Current employees: not erased</p> <p>Former employees: up to seven year after the end of their employment, subject to any minimum statutory requirements for particular records</p>	<p>Manual data held in locked office. Only Head Office Management Team has access to this.</p> <p>Electronic data held on local network. No other access can be gained externally. UK Server held in a secure locked cupboard within Head Office. Only the management team has access to this.</p> <p>Personal data sent to clients is password protected to specific Client Managers. Deletion of information agreements in</p>	<p>Necessary for the performance of the employment contract (or to take steps to enter into an employment contract)</p> <p>Necessary for compliance with a legal obligation</p>	

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			<p>ployer.</p> <p>3<sup>rd</sup> party employee attendance timesheet clocking in/out platform. Data stored in the USA . For purpose of timesheets for payroll.</p> <p>3<sup>rd</sup> party e-signature platform for the purpose of sending and tracking signature processes for documentation that requires signature. Data stored in Ireland.</p>	<p>ware platform - data processor based in the USA. Specific controller to processor data protection agreements agreed to ensure security of personal data in compliance with strict GDPR regulations. Employee must accept 3<sup>rd</sup> party privacy policy and T&amp;C's before downloading.</p> <p>3<sup>rd</sup> party e-signature platform for the purpose of sending and tracking signature processes for documentation that requires signature. Data stored in Ireland. Specific controller to processor data protection agreements agreed to ensure security of personal data in compliance with strict GDPR regulations. Password protected access.</p>		<p>place. Other information required by the client is attached to a Share Point which is strongly password protected.</p> <p>There is a Specific Data Breach Policy &amp; Response Plan.</p> <p>All computers which have access to information are password protected.</p> <p>Specific controller to processor data protection agreements for UK storage in place to ensure security of personal data in compliance with strict GDPR regulations.</p> <p>Specific controller to processor data protection agreements for third country storage in place to ensure security of personal data in compliance with strict GDPR regulations.</p> <p>GDPR training is part of all Monarch Personnel's management teams development and induction. 3<sup>rd</sup> party HR Support processors will receive training as well.</p>		

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6.	<p>Disciplinary, grievance and capability records, including investigation reports, collated evidence, minutes of hearings and appeal hearings, warnings, performance improvement plans and related correspondence</p> <p>For HR, personnel management and business administration purposes</p> <p>To maintain a record of disciplinary, grievance and capability procedures and action taken</p> <p>For defence against possible legal claims</p>	<p>Current employees</p> <p>Former employees</p>	<p>3<sup>rd</sup> party processing HR Support team based in Mauritius for the purpose general HR support administration.</p> <p>Professional advisors, e.g. accountants and auditors</p> <p>The client to whom the job applicant or current employee is assigned to work.</p> <p>3<sup>rd</sup> party e-signature platform for the purpose of sending and tracking signature processes for documentation that requires signature. Data stored in Ireland.</p>	<p>3<sup>rd</sup> party processing HR Support team based in Mauritius. Specific contracts are in place with each processor, full training has been provided, all personal data information accessed is password protected and housed on a UK cloud system. No hard copies of information are created or housed outside the UK Head Office. No details saved on personal computers housed outside the UK.</p>	<p>Until the expiry of any warning given, but a summary disciplinary, grievance or performance management record will still be maintained as follows:</p> <p>Current employees: not erased.</p> <p>Former employees: one year after the end of their employment</p>	<p>Manual data held in locked office. Only Head Office Management Team has access to this.</p> <p>Electronic data held on local network. No other access can be gained externally. UK Server held in a secure locked cupboard within Head Office. Only the management team has access to this.</p> <p>Personal data sent to clients is sent only to specific authorised Client Managers. Deletion of information agreements in place. Where possible other information required by the client is attached to a Share Point with strict access.</p> <p>There is a Specific Data Breach Policy &amp; Response Plan.</p> <p>All computers which have access to information are password protected.</p> <p>Specific controller to processor data protection agreements</p>	<p>Necessary for compliance with a legal obligation</p> <p>Necessary for the legitimate interests of the business</p>	

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7.	<p>Appraisals, including appraisal forms, performance reviews and ratings, targets and objectives set</p> <p>To maintain a record of performance management systems</p> <p>To record and assess education, training and development activities and needs</p> <p>For the management, planning and organisation of work</p>	<p>For HR, personnel management and business administration purposes</p> <p>Current employees</p> <p>Former employees</p>	<p>3<sup>rd</sup> party processing HR Support team based in Mauritius for the purpose general HR support administration.</p> <p>Professional advisors, e.g. accountants and auditors</p> <p>The client to whom the job applicant or current employee is assigned to work.</p> <p>3<sup>rd</sup> party e-signature</p>	<p>3<sup>rd</sup> party processing HR Support team based in Mauritius. Specific contracts are in place with each processor, full training has been provided, all personal data information accessed is password protected and housed on a UK cloud system. No hard copies of information are created or housed outside the UK Head Office. No details saved on personal</p>	<p>Current employees: not erased.</p> <p>Former employees: one year after the end of their employment</p>	<p>Manual data held in locked office. Only Head Office Management Team has access to this.</p> <p>Electronic data held on local network. No other access can be gained externally. UK Server held in a secure locked cupboard within Head Office. Only the management team has access to this.</p>	<p>Necessary for the performance of the employment contract (or to take steps to enter into an employment contract)</p> <p>Necessary for compliance with a legal obligation</p> <p>Necessary for the legitimate interests of the business</p>	

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	For defence against possible legal claims		platform for the purpose of sending and tracking signature processes for documentation that requires signature. Data stored in Ireland.	computers housed outside the UK.		<p>Personal data sent to clients is password protected to specific Client Managers. Deletion of information agreements in place. Other information required by the client is attached to a Share Point which is strongly password protected.</p> <p>There is a Specific Data Breach Policy &amp; Response Plan.</p> <p>All computers which have access to information are password protected.</p> <p>Specific controller to processor agreements in place to ensure security of personal data.</p> <p>GDPR training is part of all Monarch Personnel's management teams development and induction. 3<sup>rd</sup> party HR Support processors will receive training as well.</p>		
8.	Annual leave, other leave and sickness absence records, including details of the types of and reasons for leave or absence being taken	For HR, personnel management and business administration purposes  To maintain a record of the operation of	Current employees  Former employees	3 <sup>rd</sup> party processing HR Support team based in Mauritius for the purpose general HR support administration.	3 <sup>rd</sup> party processing HR Support team based in Mauritius. Specific contracts are in place with each processor, full training has been provided, all	Current employees: not erased.  Former employees: one year after the end of their employment, subject to any mini-	Manual data held in locked office. Only Head Office Management Team has access to this.  Electronic data held	Necessary for the performance of the employment contract (or to take steps to enter into an employment contract)

Category of personal data (1)	Purposes of processing (2)	Category of data subject (3)	Category of recipients to whom the data has been or will be disclosed) (4) <sup>2</sup>	Information about transfers to third countries or to international organisations (5) <sup>2</sup>	Envisaged time limits for erasure of the data (6)	Where possible, a general description of the technical and organisational security measures adopted (7)	Legal basis for processing (8)	Legal basis for processing special categories of personal data or data on criminal convictions and offences (9)
and related correspondence	<p>annual leave procedures</p> <p>To maintain a record of the operation of sickness absence procedures</p> <p>To maintain a record of maternity leave, paternity leave, adoption leave, shared parental leave and any other type of paid or unpaid leave or time off work</p> <p>To ensure payment of SSP or contractual sick pay</p> <p>To ensure payments of other statutory or contractual pay entitlements, e.g. SMP, SPP, SAP and ShPP</p> <p>To comply with the duty to make reasonable adjustments for disabled employees</p> <p>To meet health and safety obligations.</p> <p>For defence against possible legal claims</p> <p>To ensure compliance with WTD requirements</p>		<p>Professional advisors, e.g. accountants and auditors</p> <p>The client to whom the job applicant or current employee is assigned to work.</p> <p>3<sup>rd</sup> party employee attendance timesheet clocking in/out platform. Data stored in the USA . For purpose of timesheets for payroll.</p> <p>3<sup>rd</sup> party payroll and invoicing software. Data stored in EEA. For the purpose of payroll for employees.</p>	<p>personal data information accessed is password protected and housed on a UK cloud system. No hard copies of information are created or housed outside the UK Head Office. No details saved on personal computers housed outside the UK.</p> <p>3<sup>rd</sup> party employee attendance timesheet clocking in/out software platform - data processor based in the USA. Specific controller to processor data protection agreements in place to ensure security of personal data in compliance with strict GDPR regulations. Employee must accept 3<sup>rd</sup> party privacy policy and T&amp;C's before downloading.</p>	<p>maximum statutory requirements for particular records which would be up to a maximum for 7 years.</p>	<p>on local network. No other access can be gained externally. UK Server held in a secure locked cupboard within Head Office. Only the management team has access to this.</p> <p>Personal data sent to clients is password protected to specific Client Managers. Deletion of information agreements in place. Other information required by the client is attached to a Share Point which is strongly password protected.</p> <p>There is a Specific Data Breach Policy &amp; Response Plan.</p> <p>All computers which have access to information are password protected.</p> <p>GDPR training is part of all Monarch Personnel's management teams development and induction. 3<sup>rd</sup> party HR Support processors will receive training as well.</p>	<p>Necessary for compliance with a legal obligation</p> <p>Necessary for the legitimate interests of the business</p>	
9.	Annual leave, other	For HR, personnel	Current employees	3 <sup>rd</sup> party processing	3 <sup>rd</sup> party processing	Current employees:	Manual data held in	Necessary to perform

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<p>leave and sickness absence records containing special categories of personal data, including information about medical conditions, medical reports, reasons for sickness absence, reasonable adjustments and related correspondence</p>	<p>management and business administration purposes</p> <p>To maintain a record of the operation of annual leave procedures</p> <p>To maintain a record of the operation of sickness absence procedures</p> <p>To maintain a record of maternity leave, paternity leave, adoption leave, shared parental leave, parental leave and any other type of paid or unpaid leave or time off work</p> <p>To ensure payment of SSP or contractual sick pay</p> <p>To ensure payments of other statutory or contractual pay entitlements, e.g. SMP, SPP, SAP and ShPP</p> <p>To comply with the duty to make reasonable adjustments for disabled employees</p> <p>To meet health and safety obligations.</p> <p>For defence against possible legal claims.</p>	<p>Former employees</p>	<p>HR Support team based in Mauritius for the purpose general HR support administration.</p> <p>Professional advisors, e.g. accountants and auditors</p> <p>The client to whom the job applicant or current employee is assigned to work.</p> <p>3<sup>rd</sup> party employee attendance timesheet clocking in/out software. Data stored in the USA . For purpose of timesheets for payroll.</p> <p>3<sup>rd</sup> party payroll platform. Data stored in UK. For the purpose of payroll for employees.</p> <p>3<sup>rd</sup> party e-signature platform for the purpose of sending and tracking signature processes for documentation that requires signature. Data stored in Ireland.</p>	<p>HR Support team based in Mauritius. Specific contracts are in place with each processor, full training has been provided, all personal data information accessed is password protected and housed on a UK cloud system. No hard copies of information are created or housed outside the UK Head Office. No details saved on personal computers housed outside the UK.</p> <p>3<sup>rd</sup> party employee attendance timesheet clocking in/out software platform - data processor based in the USA. Specific controller to processor data protection agreements in place to ensure security of personal data in compliance with strict GDPR regulations. Employee must accept 3<sup>rd</sup> party privacy policy and T&amp;C's before downloading.</p>	<p>not erased.</p> <p>Former employees: one year after the end of their employment, subject to any minimum statutory requirements for particular records which would be up to a maximum for 7 years.</p>	<p>locked office. Only Head Office Management Team has access to this.</p> <p>Electronic data held on local network. No other access can be gained externally. UK Server held in a secure locked cupboard within Head Office. Only the management team has access to this.</p> <p>Personal data sent to clients is password protected to specific Client Managers. Deletion of information agreements in place. Other information required by the client is attached to a Share Point which is strongly password protected.</p> <p>There is a Specific Data Breach Policy &amp; Response Plan.</p> <p>All computers which have access to information are password protected.</p> <p>Specific controller to processor data protection agreements for UK storage in place to ensure security of personal data</p>		<p>or exercise obligations or rights under employment law or social security law</p> <p>Special categories of personal data are retained and erased in accordance with our policy document covering this</p>

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	To ensure compliance with WTD requirements					<p>in compliance with strict GDPR regulations.</p> <p>Specific controller to processor data protection agreements for third country storage in place to ensure security of personal data in compliance with strict GDPR regulations.</p> <p>GDPR training is part of all Monarch Personnel's management teams development and induction. 3<sup>rd</sup> party HR Support processors will receive training as well.</p>			
10.	<p>Termination of employment documentation, including resignation letters, dismissal letters, redundancy letters, minutes of meetings, settlement agreements and other related correspondence</p>	<p>For HR, personnel management and business administration purposes</p> <p>To maintain a record of the operation of dismissal/ termination procedures</p> <p>To comply with legislative requirements</p> <p>For defence against possible legal claims</p>	<p>Current employees</p> <p>Former employees</p>	<p>3<sup>rd</sup> party processing HR Support team based in Mauritius for the purpose general HR support administration.</p> <p>Professional advisors, e.g. accountants and auditors</p> <p>3<sup>rd</sup> party e-signature platform for the purpose of sending and tracking signature processes for documentation that requires signature. Data stored in Ireland.</p>	<p>3<sup>rd</sup> party processing HR Support team based in Mauritius. Specific contracts are in place with each processor, full training has been provided, all personal data information accessed is password protected and housed on a UK cloud system. No hard copies of information are created or housed outside the UK Head Office. No details saved on personal computers housed outside the UK.</p> <p>3<sup>rd</sup> party e-signature</p>	<p>Current employees: not erased.</p> <p>Former employees: one year after the end of their employment, subject to any minimum statutory requirements for particular records</p>	<p>Manual data held in locked office. Only Head Office Management Team has access to this.</p> <p>Electronic data held on local network. No other access can be gained externally. UK Server held in a secure locked cupboard within Head Office. Only the management team has access to this.</p> <p>Personal data sent to clients is sent only to specific authorised Client Managers.</p>	<p>Necessary for the performance of the employment contract (or to take steps to enter into an employment contract)</p> <p>Necessary for compliance with a legal obligation</p> <p>Necessary for the legitimate interests of the business</p>	



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				<p>platform for the purpose of sending and tracking signature processes for documentation that requires signature. Data stored in Ireland.</p>		<p>Deletion of information agreements in place. Where possible other information required by the client is attached to a Share Point with strict access.</p> <p>There is a Specific Data Breach Policy &amp; Response Plan.</p> <p>All computers which have access to information are password protected.</p> <p>Specific controller to processor data protection agreements for UK storage in place to ensure security of personal data in compliance with strict GDPR regulations.</p> <p>Specific controller to processor data protection agreements for third country storage in place to ensure security of personal data in compliance with strict GDPR regulations.</p> <p>GDPR training is part of all Monarch Personnel's management teams development and induction. 3<sup>rd</sup></p>		

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						party HR Support processors will receive training as well.		