

Please read this privacy notice to understand how we use and protect the personal information that you provide to us, or that we obtain or hold about you, and to understand what your rights are in relation to personal information that we hold.

Who is Blake Morgan?

In this privacy notice, Blake Morgan means collectively Blake Morgan LLP and Blake Morgan Group LLP and Blake Laphorn, each of New Kings Court, Tollgate, Chandler's Ford, Eastleigh, Hampshire SO53 3LG. Blake Morgan is the data controller in relation to any personal data we hold about you.

Why do you process my personal data?

We process your personal data to enable us to consider your application for work experience and to facilitate and manage your work experience placement if accepted.

We may also require certain information for statutory purposes such as health and safety or to protect your vital interests if you were to fall ill whilst on our premises.

There are 6 key principles under data protection laws which govern how we must deal with your personal information. We must:

- hold and use it lawfully, fairly and in a transparent way
- only use it for specific and lawful purposes that have been explained to you
- make sure that it is adequate, relevant and limited to what is necessary for those purposes
- make sure that it is accurate and up to date
- make sure that we only keep it for as long as is necessary for those purposes
- make sure that it is kept securely

What lawful bases allow you to process my personal data?

We rely on a number of lawful reasons for processing the information. These are that:

- It is necessary for us to comply with our legal obligations such as health and safety laws;
- It is necessary for our legitimate interests, both in conducting our business, and ensuring that we are able to manage work experience students throughout the duration of their relationship with us and beyond, and in establishing/defending legal claims where necessary; and/or
- Where none of the other lawful reasons apply but it is necessary to protect your life or the life of someone else.

Once you have completed the application process and/or your work experience placement with us, we retain and process this information for the reasons set out above and for the purposes of our legitimate interests, which include:

- To pursue or defend legal claims; and/or
- To ensure you comply with any continuing obligations towards us such as confidentiality obligations.

In relation to special category data (defined below), we will only process this information if:

- It is necessary for our or your obligations or rights in the field of social security law for example, under the Equality Act 2010;
- The personal information has been manifestly made public by you;
- It is necessary in relation to legal claims, for example, you have a disability and bring a claim against us alleging that we have failed to make a reasonable adjustments under the Equality Act 2010; and/or
- It is necessary to protect your life or the life of someone else and you are physically or legally incapable of giving consent, for example, you suffer a medical emergency whilst at our office.

What Personal Data do you obtain?

We obtain the following information from you and/or anyone else involved in your application for work experience:

- Your name, gender and date of birth;
- Your email and postal address;
- Emergency contact details – name of contact, relationship, contact number, contact address;
- Information gathered and any references obtained during the selection process;
- Digital data on your whereabouts including building access (swipe cards, CCTV footage);
- Details of your car and registration number if parking at one of our offices;
- Details of relevant health conditions and/or disabilities if necessary to facilitate your placement with us, make reasonable adjustments or if you were to become ill whilst on our premises; and
- Your CV if you provide us with one.

Special Categories of personal information includes information revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic information, biometric information for uniquely identifying a person and information concerning a person's health, sex life or sexual orientation. Information concerning criminal convictions or the alleged commission of criminal offences as well as details of related legal proceedings is placed in a similar category; however, we do not obtain information concerning criminal convictions (or alleged criminal offences) in respect of you as a work experience placement.

The above information is particularly sensitive and we will therefore only process this information (such as information concerning your health) where absolutely necessary. We believe that the only Special Categories of personal information we will process about you will or may be information concerning your racial or ethnic origin, religious beliefs, sexual orientation and health information. We will ensure it is only seen by those who have to see it; and will keep it secure.

The recipients or categories of recipients of the personal data

Your personal data will be passed to the HR team and some personal data may be passed to those responsible for managing you. Your personal data will generally not be shared externally. However, if you are attending a client meeting, our client will need to be made aware. Your personal data may be shared externally if you were to become unwell whilst on our premises.

How long do you keep my personal data?

We will process this information for the duration of your work experience placement with us. When your relationship with us ends, we expect to delete the contact names, telephone numbers and email addresses of your emergency contacts, and your CV if you provided us with one.

Most of the rest of your personal data (including, for instance, your name in any visitors' book) will be kept for no more than 12 months following your last contact with us. CCTV images are kept for no more than 60 days, depending on which office you visit.

If you were to have an accident whilst on the premises, this would be recorded in our accident books which are retained for 4 years.

Some Personal Data about you may be held on our client files, for example demonstrating that you met with a particular client on a particular date. Information held on client files is held in accordance with our Destruction Dates Policy which is available on our website.

What are my rights in relation to the processing of my personal data?

You have certain rights in relation to your personal information, although those rights will not apply in all cases or to all information that we hold about you. For example, we may need to continue to hold and process information to establish, exercise or defend our legal rights. You have the right to request that we:

- Provide you with a copy of your personal information that we hold;
- Update your personal information where it is out-of-date or incorrect;
- Delete personal information that we hold;
- Restrict the way in which we process your information;
- Consider any valid objections to our processing of your personal information; and
- Provide information you have given to us to a third party provider of services (where our lawful basis for processing is consent or contract and where processing is automated).

We will respond to your request (including providing information on whether the rights apply in the particular circumstances) within the applicable statutory time period. If we are not sure of your identity, we may require you to provide further information in order for us to confirm who you are.

If you would like any further information on the Personal Data we hold about you or to exercise any of the above rights, or if you wish to complain about how we are using your Personal Data, please contact the Data Protection Manager at dataprotection@blakemorgan.co.uk

You can also contact the Information Commissioner's Office via <https://ico.org.uk> for information, advice or to make a complaint.