



**Fair Processing Notices / Privacy Notices**

**Medicolegal Partners Limited**

Policy Owner: Jane Palliser

## 1. POLICY DETAIL

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### 1.1 HIGHLEVEL FPN

Medicolegal Partners 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 Partners  
PO Box 1601  
Guildford GU1 9EN

[Jane.palliser@medicolegal-partners.com](mailto:Jane.palliser@medicolegal-partners.com)

Our DPO can be contacted at [DPO@medicolegal-partners.com](mailto:DPO@medicolegal-partners.com).

Medicolegal Partners is registered with the Information Commissioner's Office (ZA505664).

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## 1.2 CLAIMANT FPN

Medicolegal Partners 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 Partners 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 UK?

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, Date of Birth, 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 shots, full body and/or injury pictures), Audio and Video evidence

### WHO IS COLLECTING IT?

We are collecting your Personal Data:

- Directly from you
- From case files 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 Medicolegal report and to support your claim or defend a claim. Your Personal Data is processed based on UK GDPR Legal Basis under Article 6:

<i>Contract</i>	Your Personal Data will be used in order to satisfy the contract you have with Medicolegal Partners
<i>Consent</i>	Your health data will be used with your explicit consent
<i>Legitimate interest</i>	We use cloud service and IT providers to provide the storage and applications required for processing your Personal Data and constructing your Medicolegal report/case  We also use an application to monitor employees who work remotely and your data may be captured by this application. Please rest assured that all of our applications have the highest levels of security

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) and Article 9 2 (with your explicit consent).

## 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 Medicolegal report/case
- Our employees for the construction of your Medicolegal report/case
- Our Medical Experts for arranging an appointment and consultation with you and for the assessment and construction of your Medico 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 Medicolegal report/case. We are also using an application to monitor employees who work remotely and your data may be captured by this application

## 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.

If any of your data was captured by the remote monitoring application, we will hold it while the staff member is employed by us and for seven years after leaving our employment, in case of any claims by the former employee.

## 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, Google and Activtrak all use Standard Contractual Clauses, which have been drafted by the EU Commission and are a transfer safeguard which protects the transfer of your personal data.

## WHAT ARE YOUR PRIVACY RIGHTS?

Under the UK General Data Protection Regulation (UK 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, subject to legal exemptions
<i>The right to rectification</i>	Data Subjects have the right to request that inaccurate or incomplete Personal Data corrected
<i>The right to erasure</i>	Data Subjects have the right to request that their Personal Data is erased
<i>The right to restrict processing</i>	Data Subjects have the right to request the restriction of the processing of their Personal Data
<i>The right to data portability</i>	Data Subjects have the right to request the 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 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](https://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

Medicolegal Partners  
PO Box 1601  
Guildford GU1 9EN

[Jane.palliser@medicolegal-partners.com](mailto:Jane.palliser@medicolegal-partners.com)

Our DPO can be contacted at [DPO@medicolegal-partners.com](mailto:DPO@medicolegal-partners.com).

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### 1.3 CONTRACTOR FPN

Medicolegal Partners 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
<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 Partners and to service invoices sent from you.

Your Personal Data is processed based on UK 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 Medicolegal Contractors</i>	Your contact details may be passed to other Contractors for the purposes of you completing work together.
<i>Cloud Service and IT Providers</i>	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 both use Standard Contractual Clauses, which have been drafted by the EU Commission and are a transfer safeguard which protects the transfer of your personal data.

## WHAT ARE YOUR PRIVACY RIGHTS?

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

<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, subject to legal exemptions
<i>The right to recertification</i>	Data Subjects have the right to request that inaccurate or incomplete Personal Data corrected
<i>The right to erasure</i>	Data Subjects have the right to request that their Personal Data is erased
<i>The right to restrict processing</i>	Data Subjects have the right to request the restriction of the processing of their Personal Data
<i>The right to data portability</i>	Data Subjects have the right to request the move their Personal Data between organisations



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<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 automated or profiling decisions

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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](http://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

Medicolegal Partners  
PO Box 1601  
Guildford  
GU1 9EN

[Jane.palliser@medicolegal-partners.com](mailto:Jane.palliser@medicolegal-partners.com)

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## 1.4 SOLICITOR FPN

Medicolegal Partners 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 Partners 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 UK?

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 Medicolegal 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 UK GDPR Legal Basis

<i>Contract</i>	Your Personal Data will be used in order to satisfy the contract you have with Medicolegal Partners
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<i>Legitimate Interest</i>	<p>Your Personal Data will be used to inform of Service Availability and Change</p> <p>We use cloud service and IT providers to provide the storage and applications required for processing your Personal Data and constructing your Medicolegal report/case</p> <p>We also use an application to monitor employees who work remotely and your data may be captured by this application. Please rest assured that all of our applications have the highest levels of security</p>
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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. We are also using an application to monitor employees who work remotely and your data may be captured by this application.

#### 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.

If any of your data was captured by the remote monitoring application, we will hold it while the staff member is employed by us and for seven years after leaving our employment, in case of any claims by the former employee.

#### 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, Google and Activtrak use Standard Contractual Clauses, which have been drafted by the EU Commission and are a transfer safeguard which protects the transfer of your personal data.

## WHAT ARE YOUR PRIVACY RIGHTS?

Under the UK General Data Protection Regulation (UK 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, subject to legal exemptions
<i>The right to rectification</i>	Data Subjects have the right to request that inaccurate or incomplete Personal Data corrected
<i>The right to erasure</i>	Data Subjects have the right to request that their Personal Data is erased
<i>The right to restrict processing</i>	Data Subjects have the right to request the restriction of the processing of their Personal Data
<i>The right to data portability</i>	Data Subjects have the right to request the 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 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](http://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

Medicolegal Partners  
PO Box 1601  
Guildford GU1 9EN

[Jane.palliser@medicolegal-partners.com](mailto:Jane.palliser@medicolegal-partners.com)

Our DPO can be contacted at [DPO@medicolegal-partners.com](mailto:DPO@medicolegal-partners.com).

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## 1.5 REPORTS/EVIDENCE SUPPLY FPN

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

Your Personal Data is processed based on UK 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 Medicolegal employees/contractors* - Your details may be seen and/or used by our contractors as part of constructing the Medicolegal 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 Medicolegal 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 both use Standard Contractual Clauses, which have been drafted by the EU Commission and are a transfer safeguard which protects the transfer of your personal data.

## WHAT ARE YOUR PRIVACY RIGHTS?

Under the UK General Data Protection Regulation (UK 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, subject to legal exemptions
<i>The right to recertification</i>	Data Subjects have the right to request that inaccurate or incomplete Personal Data corrected
<i>The right to erasure</i>	Data Subjects have the right to request that their Personal Data is erased
<i>The right to restrict processing</i>	Data Subjects have the right to request the restriction of the processing of their Personal Data
<i>The right to data portability</i>	Data Subjects have the right to request the move their Personal Data between organisations

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<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 automated or profiling decisions

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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](http://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

Medicolegal Partners  
PO Box 1601  
Guildford GU1 9EN

[Jane.palliser@medicolegal-partners.com](mailto:Jane.palliser@medicolegal-partners.com)

Our DPO can be contacted at [DPO@medicolegal-partners.com](mailto:DPO@medicolegal-partners.com).

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## 1.6 JOB APPLICANT FPN

Medicolegal Partners 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 Partners 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 UK?

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
<i>Employment</i>	Previous Employment, Medical/Disability Information (for interview arrangements)
<i>Qualifications</i>	For position assessment purposes

### 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 Partners to consider your application. Your Personal Data is used to conduct the mandatory statutory checks.

Your Personal Data is processed based on UK GDPR Legal Basis

<i>Contract</i>	Your details are used for application processing and consideration.
<i>Legitimate interest</i>	We have a legitimate interest in using your personal data to conduct a thorough interview process

## 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 both use Standard Contractual Clauses, which have been drafted by the EU Commission and are a transfer safeguard which protects the transfer of your personal data.

## WHAT ARE YOUR PRIVACY RIGHTS?

Under the UK General Data Protection Regulation (UK 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, subject to legal exemptions
<i>The right to rectification</i>	Data Subjects have the right to request that inaccurate or incomplete Personal Data corrected
<i>The right to erasure</i>	Data Subjects have the right to request that their Personal Data is erased
<i>The right to restrict processing</i>	Data Subjects have the right to request the restriction of the processing of their Personal Data
<i>The right to data portability</i>	Data Subjects have the right to request the 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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*Rights relating to  
automated decision  
making and profiling*

Data Subjects have the right to not be subject to automated or profiling decisions

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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](http://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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PO Box 1601  
Guildford GU1 9EN

[Jane.palliser@medicolegal-partners.com](mailto:Jane.palliser@medicolegal-partners.com)

Our DPO can be contacted at [DPO@medicolegal-partners.com](mailto:DPO@medicolegal-partners.com).

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## 2. NEXT OF KIN FPN

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

Medicolegal Partners 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 Partners.

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 Partners, 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 both use Standard Contractual Clauses, which have been drafted by the EU Commission and are a transfer safeguard which protects the transfer of your personal data.

### 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 UK General Data Protection Regulation (UK 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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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](https://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

Medicolegal Partners  
PO Box 1601  
Guildford GU1 9EN

[Jane.palliser@medicolegal-partners.com](mailto:Jane.palliser@medicolegal-partners.com)

Our DPO can be contacted at [DPO@medicolegal-partners.com](mailto:DPO@medicolegal-partners.com).

Medicolegal Partners is registered with the Information Commissioner's Office (ZA505664).

### 3. REFERENCES FPN

Medicolegal Partners 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 Partners.

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 Partners.

#### 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 both use Standard Contractual Clauses, which have been drafted by the EU Commission and are a transfer safeguard which protects the transfer of your personal data.

#### 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 UK General Data Protection Regulation (UK 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, subject to legal exemptions
<i>The right to recertification</i>	Data Subjects have the right to request that inaccurate or incomplete Personal Data corrected
<i>The right to erasure</i>	Data Subjects have the right to request that their Personal Data is erased
<i>The right to restrict processing</i>	Data Subjects have the right to request the restriction of the processing of their Personal Data
<i>The right to data portability</i>	Data Subjects have the right to request the 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 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/>

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