



DATA PRIVACY CHARTER (UK & EU OFFICES)

We are committed to ensuring that all our employees understand and are knowledgeable about how we handle their personal information. The term "employee" includes those who work on a non-permanent basis and so extends to it includes independent contractors, interns, freelancers and temporary workers.

We respect the privacy rights of individuals and are committed to handling personal information responsibly and in accordance with the law. This document sets out the personal information that we collect and process about you, the purposes of the processing and the rights that you have in connection with it.

What is the General Data Protection Regulation (GDPR)?

The GDPR sets out data protection principles that all UK and EU organisations must comply with. We will adhere to those principles and ensure personal data is processed lawfully, fairly and in a transparent manner.

At IPG we are committed to:

- Ensuring your data is kept safe and secure
- Explaining why we want particular data and how we intend to use it
- Only asking for data that is adequate and relevant and is a legitimate requirement for your employment with us
- Maintaining data management processes to ensure records are kept up to date
- Deleting your data when it serves no legitimate business, legal or regulatory purpose
- Handling data in a manner which ensures appropriate security of the data

In return, we ask that you:

- Give us accurate information
- Tell us as soon as any information changes
- Observe and comply with the company IT & Digital Acceptable Use policy with particular reference to data security

What we hold and why we process it

We process personal data for administrative, management and legal purposes in connection with your employment with us. For example, obtaining employment references, immigration compliance, payroll processing or benefit enrolment. There will always be a legitimate reason for holding any personal information.

How long will we keep personal data?

We will not keep your data for longer than is necessary for business purposes. In most cases, we would hold your information for the duration of your employment and for a period afterwards where there is a legitimate legal or professional requirement to do so such as information required by HMRC for audit or other regulatory bodies. Some categories of data will need to be kept longer than others.

Data Storage

All personal data is stored securely and only accessible to authorised employees and processors appointed by IPG. Regular training is given to all those who store, access and process employee personal data.

Disclosure of data to third parties

We will only disclose personal data where lawful and taking into account data protection legislation. There may be occasions where it is necessary to disclose data without consent, for instance, in response to criminal or regulatory investigations.

Transfer of personal data outside the EEA

Personal data shall not be transferred to a country or territory outside the EEA unless that country or territory ensures an adequate level of protection in relation to the processing of personal data.

Access to your information

We aim to be as open as we reasonably can about personal information we hold and if you would like specific information you may ask for it informally.

You also have a right to make a “subject access request” where we will provide copies of information held within one month of receiving the request.

For further information, please refer to the Data Privacy Policy (UK & EU Offices).