

# COURT ENFORCEMENT SERVICES.

## STAFF PRIVACY NOTICE AND DATA PROTECTION POLICY

This policy does not form part of your contract and CES may amend, replace or withdraw it at any time

V1.1 20/08/2025

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# VERSION CONTROL

Version	Date	Changes	Approved by
1.0 to 1.1	20/08/2025	P6 – updated office address to PO Box address P8 – added social media checks to ‘job application’ section P12 – updated to reflect payroll now completed by CDER	RL

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# INTRODUCTION



We are Court Enforcement Services (CES) a company registered in England & Wales, with registered office at Floor 9 Peninsular House, 30 – 36 Monument Street, EC3R 8LJ, and registered number 8397825.

Court Enforcement Services takes the issue of information security and data protection very seriously. We are committed to ensuring that the personal data of our employees is handled in accordance with the GDPR and Data Protection Act 2018.



# WHO IS COVERED BY THIS POLICY?

COURT  
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This privacy notice applies to:

- All applicants
- Employees: any individuals who are employed by our business;
- Ex-employees: any individual who has previous been employed by CES;
- Contractors: individual who works for the business through a contract for service;
- Agency staff: any individual who works for the business through a contract for service through another business

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## DATA PROTECTION OFFICER

COURT  
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Our Data Protection Officer (DPO) is Alan Smith. Any questions relating to this notice and our privacy practices should be sent to the DPO, PO Box 13230, Harlow, Essex, CM20 9UH, or by email to [dpo@courtenforcementservices.co.uk](mailto:dpo@courtenforcementservices.co.uk).

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We will comply with data protection regulations. This says that the personal information we hold about you must be:

- Used lawfully, fairly and in a transparent way
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes
- Relevant to the purposes we have told you about and limited only to those purposes
- Accurate and kept up to date
- Kept only as long as necessary for the purposes we have told you about
- Kept securely

# WHAT PERSONAL DATA WE PROCESS AND WHY

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We currently collect and process the following information:

- Information related to your job application
  - Personal identifiers (Name, NI number, Driving license)
  - Contacts (email, phone number, address, references, work experience, emergency contact)
  - Characteristics (Education and qualifications, work experience, Interview Notes, CCJ check, social media checks)
- Information related to your employment
  - Personal identifiers (name, date of birth, NI number, photo/CCTV, driving license, vehicle registration number)
  - Contacts (email, address, phone number, doctor's details, emergency contact)
  - Characteristics (marital status, sickness, accidents connected with work, pay, hours of work, holidays, benefits, absence)
- Information related to your salary and pension
  - Personal identifiers (name, date of birth, NI number, vehicle registration number)
  - Contacts (email, address, bank details)
  - Characteristic (pay)
- Information related to your performance and training
  - Personal identifiers (names)
  - Characteristics (attitude to work, reliability, attendance, timekeeping, accuracy of work, training records, disciplinary)
- Information related to monitoring
  - Personal identifiers (photos, CCTV images, telephone calls)
  - Information derived from monitoring IT acceptable use standard
- Including the following Special Category Data
  - Health – medical records/history, disability (physical or mental)
  - Racial or ethnic origin
  - Political membership or opinions
  - Sexual history or orientation
  - Gender

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# PURPOSE AND LAWFUL BASIS PROCESSING

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Depending on the processing activity, we rely on the following lawful basis for processing your personal data under the GDPR:

- a) **Consent**: you are able to remove your consent at any time. You can do this by contacting [hr@cdergroup.co.uk](mailto:hr@cdergroup.co.uk)
- b) **Contract**: relates to processing necessary for the performance of a contract
- c) **Legal obligation**: so we can comply with our legal obligations as your employer
- d) **Legitimate interest**: the processing is necessary for legitimate interests

## Special category

We rely on the following lawful basis for processing your special category data:

- **Article 9(2)(a)**: Explicit Consent – this information is freely given, specific, informed with clear opt in/opt out options
- **Article 9(2)(b)**: necessary for the purposes of carrying out the obligation and exercising the specific right of the controller or the data subject in the field of employment law

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# HOW DO WE GET YOUR INFORMATION

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The personal information we process is provided to us directly by you for recruitment, employment, contract and management.

We also receive personal information indirectly from the following sources:

- Job sites for recruitment
- Recruitment companies
- Referees for recruitment
- Security Clearance providers – Reports4, CCJ check and Credas.
- HMRC

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## HOW LONG WE KEEP IT

For information about how long we hold your personal data, please see our retentions schedule.

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# DATA SHARING

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We are part of the CDER Group. As CDER provide our HR, payroll and IT services, we act as **Joint Data Controllers**.

For pensions, we use the following data processors:

- The People's Pension.

We may share information about you with third parties, including government agencies and external auditors. An example is collecting tax and National Insurance contributions and security checks.

If you have any questions about who your data might be transferred to, please send us an email at [dpo@courtenforcementservices.co.uk](mailto:dpo@courtenforcementservices.co.uk).

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# YOUR DATA PROTECTION RIGHTS

Under data protection law, you have rights in respect of your personal data including:

- **Your right of access** – you have the right to ask us for copies of your personal information as well as confirmation of:
  - i. the purposes of the processing
  - ii. The categories of personal data concerned
  - iii. The recipients to whom the personal data has/will be disclosed
  - iv. For how long it will be stored
  - v. And if data wasn't collected directly from the data subject, information about the source
- **Your right to rectification** – you have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.
- **Your right to erasure** – you have the right to ask us to erase your personal information in certain circumstances.
- **Your right to restriction of processing** – you have the right to ask us to restrict the processing of your personal information in certain circumstances.

- **Your right to object to processing** – you have the right to object to the processing of your personal information in certain circumstances.
- **Your right to data portability** – you have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at [dpo@courtenforcementservices.co.uk](mailto:dpo@courtenforcementservices.co.uk) if you wish to make a request.

## HOW TO COMPLAIN

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- If you have any concerns about our use of your personal information, you can make a complaint to us at [dpo@courtenforcementservices.co.uk](mailto:dpo@courtenforcementservices.co.uk)
- You can also complain to the ICO if you are unhappy with how we have used your data. The ICO's address:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>

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